



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 30th July 2022 Period start date to 30th July 2023 Period end date

Charity name: Medway African and Caribbean Association

Charity registration number: 1179545

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance any charitable purpose for the benefit of the inhabitants of Kent and Medway, in particular, but not exclusively, persons of the African-Caribbean community, in particular advancing education and/or assisting in the provision of facilities for recreation and other leisure-time activities in the interests of social welfare with the object of improving the condition of life for said inhabitants.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The main activities carried out during the year included the following: <ol style="list-style-type: none">1. Senior citizens activities2. Events, arts, heritage3. Work with young people4. Work with partners5. Fundraising6. Media7. MACA development8. Health and well-being
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees of MACA can confirm that MACA have had due regard to the guidance issued by the Charity Commission on public benefit. It can be further confirmed that all the activities undertaken are for public benefit and charitable purposes.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making.	Para 1.38	N/A MACA does not make any grants.

Policy on social investment including program related investment.	Para 1.38	N/A MACA does not make any social investments
Contribution made by volunteers.	Para 1.38	Volunteers make up a substantial contribution to the work of MACA. All of the trustees are volunteers, and all take part in the work of the charity. This includes applying for funding for the charity. Organising events and activities for the public Attendance at partnership meetings Volunteers also plan and facilitate the weekly senior citizens group, in addition young people worked with MACA youth coordinator to develop activities for young people.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>This past year saw a marked growth in MACA activities, and an increase in people attending regular sessions and events. MACA achievements for the year included the following:</p> <p>1. senior citizens activities</p> <p>The senior citizens programme continues to grow, with an increase in numbers attending the weekly drop-in. In addition to this, the project coordinator developed additional activities to promote well-being on additional days, these included trips to places of interest, exercise classes and weekly provision of meals at the drop-in centre. MACA received continued funding to run the hypertension heroes to carry out blood pressure checks on the elders. MACA also received extra funding which enabled the hosting of extra drop-in sessions.</p> <p>MACA collaborated with organisations such as Bright Shadow to organise arts events. Legal advice sessions, on wills and probate were held.</p> <p>MACA sadly lost a number of its elders between July 2022 and July 23, and offered support in attending funerals. Supporting was also offered family members of the deceased.</p>

		<p>A number of the senior citizens continue to have health challenges, and one of MACA's priorities was to increase the range of activities to promote health and well-being. There is a nurse who visits often and helps with health checks and health advice. Public Health works in great partnership with MACA, facilitating activities at the drop ins.</p> <p>Kent Police and Kent Fire and rescue are also regular visitors to the drop ins.</p> <p>Other activities included:-</p> <ul style="list-style-type: none"> • An African Dance weekly programme. • Guest Musician reminiscing session • Afternoon Tea visit in Maidstone. • Visit to Glassbox Theatre • Annual Trip to Hastings and Margate • A Talk about Care in the Home or Social Care Homes • A Talk from National Alzheimer and Dementia Society • 75th Windrush Anniversary Celebrity Cricket Match was held in Milton Keynes • Call The Midwife Tour with a Sandwich Tea at the Chatham Dockyard. <p>2. Events hosted and attended.</p> <p>During the period 2022/2023 MACA held the following events:-</p> <ul style="list-style-type: none"> • Windrush 75th anniversary service, at St Barnabas Church Gillingham, nearly 100 attended. • Annual Young Black Achievers awards, with over 50 awards presented, we received a donation from Kings School, Rochester at the event. • Launched our NHS Blood and Organ donor campaign. • Attended the Press Launch for the Call the Midwife tour at the Chatham Historic Dockyard • Attended and presented at the Creative Schools network offering guidance on diversifying the curriculum. • Attended Creative Medway Congress, and have been an active member of Creative Medway • Ran focus groups on Diabetes and COPD
--	--	---

- The chair presented awards at the BBC Make a Difference Awards
- MACA was one of the finalists for Pride of Medway

3. Work with young people

The Youth coordinator worked with the young people to complete the Youth Music project and organise an Album launch held at Rochester Cathedral.

Young people took part in the annual Genfest event and hosted a dance workshop.

One of the young people was featured in the Matilda Movie shown on Netflix, and MACA organised a visit to the cinema to watch it.

Young people performed at Rochester Christmas market,

MACA had funding to deliver Futsal, Dance, martial arts programmes.

The youth programme is delivered under the leadership of Ola Owolabi, with support from Yeni Fadiya, Sage Walsh, Shylo Malone, Uchan Hatari, Harper Martial arts.

MACA have had in-kind support from Medway Council Youth Service, and Medway Council Culture team, the Chatham Historic Dockyard and Mid Kent College

One of the young people prepared and hosted a talk at Chatham Library on Sarah Fornes Bonetta, which was very well received.

4. Work with partners

MACA has continued to strengthen relationships with local partners, including Medway Council, the chair and vice chair held regular quarterly meetings with the retired Chief Executive of Medway Council.. MACA also held meetings with the Chief Executive of the Chatham Historic Dockyard and the CDHT Team, Medway Council Arts Team, Public Health, Kent Police, Kent Fire and Rescue Services and NHS Kent and Medway Chair, as well as regular support from the Leader of Medway Council, the Mayor and Deputy Mayor and local councillors from all political parties.

MACA is an active member of Creative Medway. Work with schools experiencing incidents of racism is on-going.

		<p>MACA has also been supporting Medway Culture Club in the development of a cultural programme for young people, one of the trustees is a volunteer.</p> <p>MACA is a member of Kent Police IPAG and over the past year has been supporting members who continue to experience racism.</p> <p>The chair is also an Ambassador for the Chatham Historic Dockyard. The chair was also elected as one of the 5 inspirational women in Medway as part of the Cut of her Cloth project, and work is underway to produce artwork, music about the women chosen.</p> <p>5. Fundraising</p> <p>We have small number of regular donors, and we are also participating in Medway Lottery. Annual funds from Medway Lottery are in the region of £400 for the financial year.</p> <p>We made several funding applications, and received £43,790 in grants, and small funds over the financial year, over £5,000 in donations from individuals, events and funds raised by other organisations such as Kings School.</p> <p>During the period of this report, we received a grant from the NHS Blood and Organ donation project to launch a Blood and Organ donation campaign, targeting African and Caribbean communities.</p> <p>We have made applications to apply for a fundraiser to assist us in strengthening our fundraising strategy and priority bids.</p> <p>6 MACA in the news</p> <p>MACA continues to be a regular feature in the local media. BBC radio Kent, KM TV, ITV Meridian SE, BBC South East and Medway Messenger has regularly featured its work, and MACA have also sourced stories for them.</p>
--	--	--

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set.	Para 1.41	<p>MACA set the following objectives last year of which most of them have been achieved.</p> <p>Business plan</p>
--------------------------------------	-----------	--

		<p>Increase our fundraising activity: MACA have been successful in receiving funding for several projects, to enable us to deliver key activities during the year.</p> <p>These funds include</p> <ul style="list-style-type: none"> • Kent Community Foundation • Youth Music • Medway Council Culture Team and Youth Service, (cash and in Kind) • Public Health Medway • Active Kent • Sports England • Ideas Test • University of Kent • Kings School Rochester • Mrs Baker Medway Theatre company • CVS Medway • Engaging Kent <p>We also receive in kind funding from</p> <ul style="list-style-type: none"> • Mid Kent College • The Chatham Historic Dockyard • Medway Council Arts team and Youth service • The University of Kent • Public Health <p>We have managed to increase the number of volunteers, who have assisted with our activities throughout the year, and commenced a recruitment process for new trustees.</p> <p>MACA reviewed and revised policies on safeguarding, financial controls, equality and diversity, risk assessments, GDPR, Reserves.</p>
Performance of fundraising activities against objectives set.	Para 1.41	<p>MACA have been successful in its fundraising activities for projects delivered as well as secured other income streams from donations and Medway lottery and donations.</p>
Other		<p>MACA have made progress in strengthening and growing the skills of the board.</p> <p>We have increased engagement with schools and senior citizens despite limited resources.</p> <p>We have increased our visibility online and in the media.</p>

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>Balance carried forward. Closing balance £65,304 Income £54,177.14 Expenditure £75,493.60 Closing balance 31/3/2023 £43,988.06</p> <p>The income for 2022-23 was a significant reduction compared to previous years, however, MACA had a healthy closing balance and funds that were carried forward, as some of the grants spanned 2 financial years. MACA also have a significant amount of unrestricted funds that was used flexibly, this year.</p> <p>There has been an increase in the number of small donations and grants unrestricted during the financial year. MACA previously banked with Barclays and did not have use of a debit card to make online transactions, so when using PayPal, some of the transactions did not show on the bank statement until the following month, which made it look as if MACA overspent in a particular month.</p> <p>MACA also have now changed banks, due to review account and the systems in place. A thorough review of different banks was undertaken, and Lloyds Bank was favoured due to services offered.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>MACA's reserve policy is to maintain a minimum level of reserves equivalent to 2 months of its average annual expenditure of unrestricted funds, based on the average expenditure for the previous 3 financial years. This is based on an assessment of the risks and uncertainties that MACA faces, such as fluctuations in income, changes in demand for services, unexpected costs, and legal obligations. MACA's reserve policy also considers the availability of other sources of funding, such as restricted funds, designated funds, and loans. This figure is reviewed annually.</p> <p>Purpose of Reserves</p> <p>Reserves are essential for providing financial stability and flexibility to the organization. The primary purposes of reserves within MACA are:</p>

		<p>a. Financial Stability: To safeguard the organization against unforeseen financial challenges, economic downturns, or unexpected expenses.</p> <p>b. Strategic Investments: To support the implementation of strategic initiatives and projects that align with MACA's mission and goals.</p> <p>c. Operational Continuity: To ensure the uninterrupted delivery of programs and services even in the face of funding fluctuations or short-term financial constraints.</p> <p>Types of Reserves</p> <p>MACA recognises the need for different types of reserves to address various financial needs. The following are the key categories:</p> <p>a. General Reserves: Unrestricted funds set aside to cover day-to-day operational expenses, mitigate financial risks, and address unforeseen circumstances.</p> <p>b. Designated Reserves: Set aside for specific purposes, such as capital projects, program expansion, or other strategic initiatives, as determined by the Board of Trustees.</p> <p>c. Restricted Reserves: Funds earmarked for a particular project or purpose, in accordance with donor restrictions or specific fundraising campaigns.</p>
Amount of reserves held	Para 1.22	£37,826
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The majority of the funds received during the year derived from the following sources. Grants:- this constituted over 80% of the income
--	-----------	--

		The remaining income was from donations, and income from events.
Investment policy and objectives including any social investment policy adopted.	Para 1.46	NA
A description of the principal risks facing the charity	Para 1.46	MACA has developed its business plan and sustainability plan; working with partners to undertake a feasibility study to secure long term funding for our own building and our long-term objectives.
Other		

Structure, Governance and Management

Description of charity's trusts:		NA
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association , CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Individuals who wish to be a trustee need to submit a written application, the form of which is available on the MACA website.</p> <p>Applicants are then interviewed by existing trustee members which include the Chairperson, a board member, a representative of the senior citizens and young people's group.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees.	Para 1.51	Safeguarding policy Data protection policy Privacy policy Trustee recruitment pack
---	-----------	---

		Financial controls procedure Reserves policy Volunteer policy
The charity's organisational structure and any wider network with which the charity works.	Para 1.51	MACA has a Board of Trustees who are all volunteers. We engage staff on a self-employed basis when we receive funding for specific projects. Our strategic partners include Medway Council, Chatham Historic Dockyard Trust, Mid Kent College, The University of Kent, Medway CVS, Public Health Medway, Kent Police
Relationship with any related parties	Para 1.51	None
Other		

Reference and Administrative details

Charity name	Medway African and Caribbean Association
Other name the charity uses	MACA
Registered charity number	1179545
Charity's principal address	C/O The Sunlight Development Trust 105 Richmond Rd Gillingham Kent ME7 1LX

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Carol Stewart	Chairperson	2018-2023	MACA trustees
2	Patricia Gayle	Vice Chairperson	2018-2023	MACA trustees
3	David Murray	Treasurer	2018-2023	MACA trustees
7	Amanda Halpin	Trustee	2018-2023	MACA trustees
8	Wendell Henry	Trustee	2018-2023	MACA trustees
9	Patricia Cooper	Trustee	2018-2023	MACA trustees
10	Carol Valentine	Trustee	2020-2023	MACA Trustees

Corporate trustees – names of the directors at the date the report was approved.

Director name		
NA		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
NA		

Funds held as custodian trustees on behalf of others.

Description of the assets held in this capacity.	n/a
Name and objects of the charity on whose behalf the assets are held and how this fall within the custodian charity's objects.	NA
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NA

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
NA		

Name of chief executive or names of senior staff members (Optional information)

NA

Exemptions from disclosure

Reason for non-disclosure of key personnel details

NA

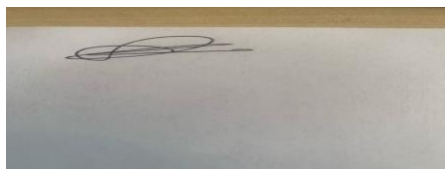

Other optional information

MACA appointed 2 new trustees in the later part of 2023 and the existing treasurer David Murray resigned in 2023. These names are now shown on the Charity register, Lady Ima Jane Brown, and Michelle McClarren.

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Carol Stewart	Trish Gayle
Position (e.g. Secretary, Chair, etc)	Chairperson	Vice Chairperson
Date	15/1/2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Medway African And Caribbean Association

1179545

Receipts And Payments Accounts

CC16a

For the period
from

Period start date
01/04/2022

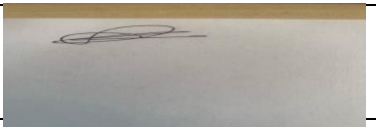

To

Period end date
31/03/2023

Section A Receipts And Payments

	Unrestricted Funds to the nearest £	Restricted Funds to the nearest £	Endowment Funds to the nearest £	Total Funds to the nearest £	Last Year to the nearest £
A1 Receipts					
Active Kent (restricted)		4,853	-	4,853	-
Youth Music (restricted)	-	2,837	-	2,837	25,537
Kent Community Foundation Jubilee grant	10,000			10,000	
Kent Community Foundation Young People (Restricted)	-	10,000	-	10,000	5,000
Medway Council arts Grants	2,000	-	-	2,000	35,997
Senior citizens subscriptions	4,665	-	-	4,665	3,300
Donations, other grants and event receipts	13,582			13,582	71,431
Sport England (restricted)	-	6,240	-	6,240	-
Sub total (Gross income for AR)	-	-	-	-	-
	30,247	23,930	-	54,177	141,265
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	30,247	23,930	-	54,177	141,265
A3 Payments					
Youth Music		16,074	-		13,389
Active Kent/Sport England	-	7,395	-		-
Kent Community Foundation (Youth)	-	12,057	-		-
Senior Citizens	5,890		-		10,689
MACA operational costs	2,757		-		888
project activities and events	31,320	-	-		21,121
	-	-	-	-	-
	-	-	-	-	-
Sub total	39,967	35,526	-		
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	
Total payments	39,967	35,526	-		
Net of receipts/(payments)	- 9,720	- 11,596	-		
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	47,545	17,759	-		-
Cash funds this year end	37,826	6,163	-	-	-

Section B Statement Of Assets And Liabilities At The End Of The Period

Categories	Details	Unrestricted Funds to nearest £	Restricted Funds to nearest £	Endowment Funds to nearest £
B1 Cash funds	Bank balance at 1/04/23	37,826	6,163	-
				-
		-		-
	Total cash funds (agree balances with receipts and payments account(s))	37,826	6,163	
B2 Other monetary assets	Details	Unrestricted Funds to nearest £	Restricted Funds to nearest £	Endowment Funds to nearest £
	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None	-	-	-
		-	-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
	Minibus	Children in Need	-	-
	ICT equipment and resources	Children in Need	-	-
	music equipment	Youth Music	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None		-	-
			-	-
			-	-
			-	-
			-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Carol Stewart	23/01/2024	
		Patricia Gayle	23/01/2024	

Funds carried forward from
2021-22 (12,148,23 total
budget £14,985.23)
Total budget available £11,093
Used surplus from other
unrestricted funds)
Had funds carried forward from
Phillip and Connie grant 21-
22)



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Medway African and Caribbean Association

On accounts for the year
ended

31 March 2023

Charity no
(if any)

1179545

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2023**

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

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.

* Please delete the words in the brackets if they do not apply.

Signed: *Brian Pusser*

Date: 23/01/2024

Name: Brian Pusser

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

ICPA BRP010

Address:

24 Downsview

Chatham

ME5 0AP

Section B**Disclosure**

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

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