Charity number 1171244

## **Annual Report and Financial Statements**

for the period 23 January 2017 to 31 March 2018

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Prepared by West Yorkshire Community Accounting Service

# Special Needs & Parent Support (Yorkshire) CIO Trustees' report for the period 23 January 2017 to 31 March 2018

#### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial period and up to and including the date the report was approved were:

Name	Position	Dates
Christopher Eatwell	Chair	
Anne Gait	Vice chair	
Malcolm Hall	Vice chair	
Howard Pickles	Treasurer	Appointed 23 May 2017
Jean Maston		
Ross McWilliams		
Rebbeca Wilson		
Rebecca Pearey		
Nicola McVennon		Appointed 11 November 2017
Simon Featherstone		Appointed 11 November 2017
Deborah Hingerton		Appointed 11 November 2017
Lora Bedford		Appointed 11 November 2017
Charity number	1171244	Registered in England and Wales
Principal address	Bankers	
17a Earlswood Avenue	Barclays Bank PLC	
Leeds	Leeds 2	
LS8 2AF	Leicestershire	
	LE87 2BB	

## Independent Examiner

Susan Szamakowicz MAAT West Yorkshire Community Accounting Service Stringer House 34 Lupton Street Leeds LS10 2QW

### Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 23 January 2017.

### **Charity reconstruction**

On the 19 March 2018 Special Needs and Parent Support Yorkshire (charity number 1133405) transferred its assets to Special Needs & Parent Support (Yorkshire) CIO. The CIO took over operational activities on the 20 March 2018 when the charity was closed down and an application was made to remove from the Charity Commission website. The purpose of the transfer was to adopt a more suitable legal structure, reflecting the objects of the organisation.

During the reconstruction, there has been no significant change to the beneficiary class, the purposes for which funds are held or the persons who constitute the governing body.

For this reason, merger accounting has been applied. An analysis of the principal components of the previous periods' SOFAs along with an analysis of net assets at the date of the reconstruction have been provided in the notes to the accounts (see note 11).

In aligning the accounting policies no adjustments were required.

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

## Trustees' report (continued) for the period 23 January 2017 to 31 March 2018

#### **Objectives and activities**

#### The charity's objects

To help meet the needs of parents and carers of children with special needs by the provision of support and advocacy, advice and information.

To promote health and education for children with special needs and their parents and carers. To provide educational and recreational facilities in the interests of social welfare for children with special needs and their parents and carers so that conditions of life may be improved.

#### The charity's main activities

Special Needs & Parent Support (Yorkshire) CIO (SNAPS) runs a Saturday support group with a range of therapeutic and other activities, specifically for children with additional needs, and provides the opportunity for the whole family to participate, including siblings, and for the parents to socialise and learn from each other. Activities include hydrotherapy, rebound therapy, music therapy, arts and crafts, boccia, music activities and soft play, with other activities as needs are identified, and funding allows.

#### Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education through promoting the inclusion of families with children with special needs.

SNAPS aims to support any family with a disabled child who requires support. SNAPS supports the whole family and meets at a weekend to positively promote inclusion.

#### Achievements and performance

The last year has continued to be a period of significant change for SNAPS in terms of the consolidation and development of the charity and its work. SNAPS has always managed to meet its core objectives – what has happened over the last 3 years is that the Board and staff have stabilised and professionalised the organisation, and building on those firm foundations, developed and expanded SNAPS to provide more support for more families. I'd like to mention 4 specific areas – our operations, our finances, our Trustees, and the future of SNAPS.

**Firstly, our operations** - we have continued to grow and implement changes in how SNAPS operates over the last year. We have increased the number of days on which we operate each term from 5 at our low point in 2014, to the maximum available number of Saturdays in each term, usually 11-12.

Overall this means an increase from 100 x 20 minute therapeutic sessions to 500 in a term, 5 times the provision from 3 years ago, meaning that SNAPS can offer significantly greater support for families.

We are operating at the maximum level possible at the North West Leeds site (Penny Field School) and cannot expand any further on this site. We therefore negotiated opening at a second site, Broomfield School in Belle Isle, South Leeds, and have gradually expanded our operation there to, once again, open every Saturday available. Broomfield does not have a hydrotherapy pool but does have a sensory room and a second rebound room, which presents SNAPS with room for future growth.

Key to these changes has been the operations and management team we have working with us, and the appointment of a Project Manager, a Finance Manager, and our first Community Fundraising Manager - the team of staff, physiotherapists, instructors and volunteers work tirelessly to deliver our services – we can't thank you enough for all your hard work.

Secondly, our finances - I am pleased to be able to report that our finances have stabilised, our reserves are well covered and we have additional funds to support our continued expansion and development.

SNAPS is an independent charity, not an agency of Social Services or Leeds City Council, and we take no financing from local or national government in any form. In the current economic climate, and with cuts to government grants so prevalent, our independence has been seen by our funders as a strength.

The Board's intention has been to make SNAPS financially sustainable and we believe that we are making the best progress than we can towards that objective, although it is clearly challenging for any smaller charity. Unless income streams can be developed independent of our client base, all we can do is push the 'sustainability horizon' back as far as possible.

SNAPS has a good story to tell and we've shown that we can competently manage the steady growth required to build a successful organisation and expand the provision of service to the families of Leeds.

## Trustees' report (continued) for the period 23 January 2017 to 31 March 2018

## **Objectives and activities (continued)**

### Achievements and performance (continued)

**Thirdly, the Board of Trustees** - We are lucky in having a group of talented people with widely differing backgrounds and skills to be the current Board of Trustees, to help set strategy and provide oversight of our work, and I would like to acknowledge their hard work and contribution in the last year in helping to deal with the issues facing the charity, and continue our successful journey.

I am particularly pleased that over the year we have continued to recruit hard pressed Parent Trustees onto the Board as they bring an invaluable view from the 'front line' of caring for a child with additional needs. Many thanks to all of our Trustees for their contributions.

And lastly, the future of SNAPS - The Board agreed a new ambitious 18 month Business Plan running from October 2017 to March 2019, and that has been running for 6 months, with good results. Picking out a couple of highlights from our planning:

SNAPS ran a successful day-time family activity session during the Christmas break, and has plans for another during the Easter, with a further 5 during the Summer break in 2018. The development of a holiday programme is an exciting development to help support our families during the periods when the schools from which we operate are closed.

As part of our marketing programme to tell our story and increase publicity around the issues faced by families with children with additional needs, we have been reaching out to local politicians and Council executives, with some success. Visits by the local Councillors to both sites have proven very successful, with a presentation to the full City Council planned for later in 2018.

Thirdly, the development of the Leeds Children's Additional Needs Network or Leeds CANN, a new venture which SNAPS co-founded, continues apace, with 36 children's charities and statutory bodies across the Leeds area now working more closely together with the aim of creating a more effective information and resource sharing market place supporting families.

The good news in this review is down to the hard work and determination of the team and the family that is SNAPS.

### **Financial review**

The net expenditure for the year was £14,360, including net expenditure of £14,135 on unrestricted funds and net expenditure of £225 on restricted funds.

The increase in expenditure this financial period is due to an increase in operating days, appointment of more staff and expansion to another site.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £53,714.

SNAPS has a detailed reserves policy which is reviewed on a regular basis.

In line with the Charity Commission guidelines we aim to maintain a level of reserves to be able to cover a minimum of 6 months and a maximum of 9 months operating costs; this equates to £60,822 (9 months -£91,233) based on the annual operating costs for the year ending 31 March 2018. Any additional funds are held in anticipation of further development and expansion of the core services, both to current and future operating sites.

Signed on behalf of the board of trustees:

Signed...... (Trustee)

Name.....

Date.....

# Independent examiner's report to the trustees of Special Needs & Parent Support (Yorkshire) CIO

## **Charitable Incorporated Organisation ('the CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the period ended 31 March 2018, which are set out on pages 6 to 13.

## Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

Signed: ..... Name: Susan Szamakowicz

Relevant professional qualification or body: MAAT

Date: .....

West Yorkshire Community Accounting Service Stringer House 34 Lupton Street Leeds LS10 2QW

## **Statement of Financial Activities**

## (including summary income and expenditure account) for the period 23 January 2017 to 31 March 2018

	Notes				
		2018	2018	2018	2017
	U	Inrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants and donations	(2)	27,305	58,270	85,575	99,502
Fundraising		12,874		12,874	113
Fee income		8,227	-	8,227	5,425
Gift Aid claimed		-,	-	-,	33
Bank interest		52	-	52	-
Other income		556	-	556	-
Total income		49,014	58,270	107,284	105,073
	1	43,014	50,270	107,204	103,073
Expenditure on:					
Salaries, NIC and pensions	(3)	18,031	36,277	54,308	22,669
Recruitment		380	-	380	106
Travel and subsistence		1,722	-	1,722	292
Physiotherapists		12,912	3,877	16,789	13,618
Swimming instructors		1,701	-	1,701	1,440
Management and accounts		4,452	-	4,452	769
Other freelance workers		1,399	-	1,399	544
Equipment and resources		486	691	1,177	119
DBS checks		754	-	754	99
Rent and room hire		336	13,760	14,096	11,076
Activities, meals and entertainment		1,808	3,890	5,698	1,834
Telephone and internet		1,006	-	1,006	236
IT software and consumables		671	-	671	1,327
Advertising and marketing		140	-	140	-
Postage and delivery		556	-	556	230
Printing and stationery		321	-	321	551
Insurance		648	-	648	462
Memberships and subscriptions		45	-	45	80
Independent examination		576	-	576	540
Training		1,986	-	1,986	1,026
Fundraising expense		11,479	-	11,479	9,140
Professional fees		-	-	-	1,200
Volunteer expenses		256	-	256	100
Other expenditure		1,296	-	1,296	953
Depreciation		188	-	188	-
Total expenditure		63,149	58,495	121,644	68,411
Net movement in funds		(14,135)	(225)	(14,360)	36,662
Fund balances brought forward		68,339	28,080	96,419	59,757
Fund balances carried forward	(4)	54,204	27,855	82,059	96,419

All incoming resources and resources expended derive from continuing activities.

## **Balance sheet**

as at 31 March 2018		2018 Unrestricted £	2018 Restricted £	2018 Total £	2017 Total £
Fixed assets		2	2	2	2
Tangible assets	(5)	490	-	490	-
Total fixed assets	. ,	490	-	490	-
Current assets					
Debtors and prepayments	(6)	3,715	-	3,715	76
Cash at bank and in hand	(7)	63,529	27,855	91,384	101,424
Total current assets		67,244	27,855	95,099	101,500
Current liabilities: amounts falling due within one year Creditors and accruals	(8)	13,530		13,530	5,081
Total current liabilities		13,530		13,530	5,081
Net current assets		53,714	27,855	81,569	96,419
Total assets less current liabilities		54,204	27,855	82,059	96,419
Net assets		54,204	27,855	82,059	96,419
Funds Unrestricted funds Restricted funds Total funds		54,204 54,204	27,855	54,204 27,855 82,059	68,339 28,080 96,419
		0.,201	,000	0_,000	

The financial statements were approved by the board of trustees on

Date: .....

Signed: .....

(Trustee)

Name .....

## Notes to the accounts

## for the period 23 January 2017 to 31 March 2018

## **1** Accounting policies

## **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

For the reasons set out in the trustees report, merger accounting has been applied to these accounts. As a consequence, no changes were required to the accounting policies since last year. No changes have been made to the accounts for previous years.

## Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

#### Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

### Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

### Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

### Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer equipment: over 3 years

### Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

# Notes to the accounts continued for the period 23 January 2017 to 31 March 2018

2 Grants and donations	2018 Unrestricted	2018 Restricted	2018 Total	2017 Total
	funds	funds	funds	funds
	£	£	£	£
Sovereign Health Care Charitable Trust	-	-	-	1,000
Liz & Terry Bramall Foundation	-	-	-	5,000
The Sobell Foundation	-	6,000	6,000	6,000
The 29 May 1961 Charitable Trust	2,000	-	2,000	2,000
The Radcliffe Trust	-	-	-	3,000
Brelms Trust CIO	-	5,000	5,000	5,000
Wakefield & District Health and Community Support Ltd (WDHCS)	-	-	-	9,900
Alerce Trust	-	17,600	17,600	23,900
Foundation for Children	-	-	-	2,500
Greggs Foundation	-	-	-	1,200
The Scarborough Group Foundation	-	-	-	1,000
David Solomons Charitable Trust	1,000	-	1,000	1,000
The Bruce Wake Charitable Trust	-	-	-	1,000
Ad Meliora Academy Trust	-	-	-	5,000
Brackenridge Hanson Trust	-	-	-	3,495
John Horseman Trust	-	-	-	1,000
Sir Ken Morrison	5,000	-	5,000	5,000
Donald Forrester Trust	-	-	-	2,500
Gledwood Trust	-	-	-	1,000
Barbara Ward Children's Foundation	-	-	-	5,000
The Street Foundation	-	-	-	1,000
Grey Court Trust	-	-	-	1,000
Jane Tomlinson Fund	-	2,310	2,310	-
Baily Thomas Charitable Trust	-	2,000	2,000	-
Leeds Building Society	-	880	880	-
David Brooke Charity	-	2,000	2,000	-
Big Lottery Fund	-	9,480	9,480	-
Sir George Martin Trust	-	1,000	1,000	-
Anonymous Trust Fund	-	12,000	12,000	-
Pierrepont Trust	2,000	-	2,000	-
Maryland Trust	3,000	-	3,000	-
Herbert & Stefanie Straus Memorial Trust	5,000	-	5,000	-
George A Moore Foundation	1,500	-	1,500	-
Other grants and donations	7,805		7,805	12,007
	27,305	58,270	85,575	99,502

## Notes to the accounts continued for the period 23 January 2017 to 31 March 2018

3 Staff costs and numbers	2018	2017
	£	£
Gross salaries	59,130	22,669
Social security costs	(2,864)	880
Employment allowance	(2,178)	(880)
Pensions	220	-
	54,308	22,669

The average number employees during the period was 12, all part-time or sessional workers (2017: 6, all part-time or sessional workers).

Defined contribution pension scheme	2018
	£
Costs of the scheme to the charity for the period	220
Amount of any contributions outstanding at the period end	126
Amount of any contributions prepaid at the period end	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Liz & Terry Bramall Foundation	5,000	-	5,000	-	-
The Sobell Foundation	-	6,000	6,000	-	-
The Radcliffe Trust	1,880	-	1,880	-	-
Brelms Trust CIO	5,000	5,000	10,000	-	-
WDHCS	9,900	-	8,105	-	1,795
Alerce Trust	6,300	17,600	15,132	-	8,768
Jane Tomlinson Fund	-	2,310	-	-	2,310
Baily Thomas Charitable Trust	-	2,000	2,000	-	-
Leeds Building Society	-	880	571	-	309
David Brooke Charity	-	2,000	-	-	2,000
Big Lottery Fund	-	9,480	-	-	9,480
Sir George Martin Trust	-	1,000	-	-	1,000
Anonymous Trust Fund		12,000	9,807		2,193
	28,080	58,270	58,495	-	27,855

Fund name

### Purpose of restriction

Liz & Terry Bramall Foundation To fund expansion and operation of second site. The Sobell Foundation Towards the costs of rent, salaries and core costs for Saturday activities. The Radcliffe Trust To fund Music Therapy. Brelms Trust CIO All costs associated with Broomfield site except the manager's salary. **WDHCS** All costs associated with Broomfield site except the manager's salary. Alerce Trust To support Penny Field site (£8,800) and ongoing Broomfield operations (£8,800). Jane Tomlinson Fund To fund Broomfield rebound therapy. Baily Thomas Charitable Trust To fund running costs at Penny Field site. Leeds Building Society To purchase a Boccia set. David Brooke Charity To fund swim training for instructors. Towards the costs of summer activities. **Big Lottery Fund** Sir George Martin Trust To fund physiotherapy at Broomfield. Anonymous Trust Fund To fund managers salaries.

# Notes to the accounts continued for the period 23 January 2017 to 31 March 2018

5 Tangible assets	Computer	
	equipment	Total
Cost	£	£
At 23 January 2017	-	-
Additions	678	678
At 31 March 2018	678	678
Depreciation		
At 23 January 2017	-	-
Charge for period	188	188
At 31 March 2018	188	188
Net book value		
At 31 March 2018	490	490
At 31 March 2017		
6 Debtors and prepayments	2018	2017
	£	£
Debtors	1,951	-
Prepayments	1,764	76
	3,715	76
7 Cash at bank and in hand	2018	2017
	£	£
Barclays Bank Community Account	16,274	101,124
Barclays Bank Business Premium Account Petty cash	75,052	- 300
PayPal Account	58	
	91,384	101,424
	91,004	101,424
8 Creditors and accruals	2018	2017
	£	£
Creditors	3,178	704
Accruals	10,352	4,268
Fees received in advance	-	109
	13,530	5,081

#### 9 Trustee expenses

No trustee received any expenses during this financial period or the previous financial year.

### 10 Related party transactions

#### Key management personnel

The key management personnel of the charity compromises the Project Manager (including maternity cover) and the Managers at Broomfield and Penny Field. The total employee benefits of the key management personnel of the charity were £43,564.

There were no other related party transactions during this financial period or the previous financial year.

# Notes to the accounts continued for the period 23 January 2017 to 31 March 2018

## **11 Charity reconstruction**

Notes relating to the charity reconstruction involving Special Needs and Parent Support Yorkshire and Special Needs & Parent Support (Yorkshire) CIO.

The effective date of the reconstruction was 20 March 2018.

Analysis of principal SOFA components for the previous reporting period 1 April 2016 to 31 March 2017

	Special Needs and Parent Support Yorkshire	Special Needs & Parent Support (Yorkshire) CIO	Combined total
	£	£	£
Total income	105,073	-	105,073
Total expenditure	68,411		68,411
Net income	36,662	-	36,662

Analysis of net assets at the date of the reconstruction

F	Special Needs and Parent Support Yorkshire	Special Needs & Parent Support (Yorkshire) CIO	Combined total	
	£	£	£	
Net assets are represented by:				
Unrestricted funds	66,200	-	66,200	
Restricted funds	27,855	-	27,855	
Total funds	94,055	-	94,055	

# Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the period 23 January 2017 to 31 March 2018

	2018 Jnrestricted funds £	2017 Unrestricted funds £	2018 Restricted funds £	2017 Restricted funds £	2018 Total funds £	2017 Total funds £
	07.005	40.000	50.070			00 500
Grants and donations	27,305 12,874	42,002 113	58,270	57,500	85,575	99,502 113
Fundraising Fee income	8,227	5,425	-	-	12,874 8,227	5,425
Gift Aid claimed	0,227	33		_	0,227	33
Bank interest	52	-	_	_	52	-
Other income	556	-	-	-	556	-
Total income	49,014	47,573	58,270	57,500	107,284	105,073
Expenditure						
Salaries, NIC and pensions	18,031	12,023	36,277	10,646	54,308	22,669
Recruitment	380	106	-	-	380	106
Travel and subsistence	1,722	292	-	-	1,722	292
Physiotherapists	12,912	-	3,877	13,618	16,789	13,618
Swimming instructors	1,701	-	-	1,440	1,701	1,440
Management and accounts	4,452	769	-	-	4,452	769
Other freelance workers	1,399	544	-	-	1,399	544
Equipment and resources	486	-	691	119	1,177	119
DBS checks	754 336	99	-	-	754 14,096	99
Rent and room hire Activities, meals and entertainment	1,808	- 344	13,760 3,890	11,076 1,490	5,698	11,076 1,834
Telephone and internet	1,006	236	5,690	1,490	1,006	236
IT software and consumables	671	1,327	-	_	671	1,327
Advertising and marketing	140	-	-	-	140	-
Postage and delivery	556	230	-	-	556	230
Printing and stationery	321	551	-	-	321	551
Insurance	648	462	-	-	648	462
Memberships and subscriptions	45	80	-	-	45	80
Independent examination	576	540	-	-	576	540
Training	1,986	1,026	-	-	1,986	1,026
Fundraising expense	11,479	9,140	-	-	11,479	9,140
Professional fees	-	1,200	-	-	-	1,200
Volunteer expenses	256	100	-	-	256	100
Other expenditure	1,296	953	-	-	1,296	953
Depreciation	188			-	188	-
Total expenditure	63,149	30,022	58,495	38,389	121,644	68,411
Net movement in funds	(14,135)	17,551	(225)	19,111	(14,360)	36,662
Fund balances brought forward	68,339	50,788	28,080	8,969	96,419	59,757
Fund balances carried forward	54,204	68,339	27,855	28,080	82,059	96,419