

# **Special Needs and Parent Support Yorkshire**

Charity number 1133405

## **Annual Report and Financial Statements**

**for the year ended 31 March 2015**

# **Special Needs and Parent Support Yorkshire**

## **Annual Report and Financial Statements for the year ended 31 March 2015**

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**Prepared by West Yorkshire Community Accounting Service**

# **Special Needs and Parent Support Yorkshire**

## **Trustees' report for the year ended 31 March 2015**

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

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

| <b>Name</b>         | <b>Position</b> | <b>Dates</b>   |
|---------------------|-----------------|--|
| Sam Grundy          | Chair           | Resigned as Chair 10 November 2014   |
| Christopher Eatwell | Chair           | Appointed as a trustee 7 July 2014,<br>appointed as Chair 10 November 2014 |
| Anne Gait           | Vice chair      |  |
| Liam O'Connor       | Treasurer       | Appointed 3 November 2014  |
| Shehnaz Shah        | Secretary       |  |
| Kate Goldring       |                 |  |
| Sarah Coles         |                 |  |
| Marjorie Frank      |                 |  |
| Catherine Moreland  |                 |  |

**Charity number** 1133405

### **Registered and principal address**

25 Barleyfield Close  
Wakefield  
WF1 4TB

### **Bankers**

Yorkshire Bank plc  
94 Albion Street  
Leeds  
LS1 1AG

### **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 governed by a constitution adopted on 20 March 2004 as amended 25 November 2009.

### **Method of recruitment and appointment of trustees**

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

### **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.

# Special Needs and Parent Support Yorkshire

## Trustees' report (continued) for the year ended 31 March 2015

### Objectives and activities (continued)

#### The charity's main activities

SNAPS runs a Saturday support group. The group specifically supports parents/carers with disabled children. The group meets fortnightly at Pennyfields School in Meanwood. Activities include: Hydrotherapy, Swimming lessons, Dance class, Arts/Crafts, Coffee mornings and other activities dependant on successful funding. SNAPS provides additional activities where funding enables.

#### 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

Towards the end of 2014 the Trustees knew that we had to take radical action if SNAPS was to continue to exist at all beyond the summer of 2015. We were about to run out of money.

The Board sought to reduce our operating costs in all aspects, and a part of that was to significantly change the number of hours worked by our Manager, Angie Furminger. Unfortunately Angie decided that the changed role was not for her and took redundancy instead. She has put in a tremendous shift for SNAPS over the last 7 years, and I've enjoyed working with her over the last few months. We would like to thank her for all that she has done for the organisation and wish her well in whatever she decides to tackle next.

With some significant changes having to be made to improve our chances of surviving as a charity, 2015 is a pivotal moment in the life of SNAPS. By reducing our operating costs, we have extended the life of SNAPS hopefully for many years.

We have secured the services of a new Manager to help manage the work of the charity. That person is Dean Sanderson who is known to many parents through his role as a parent with SNAPS and helping out over the years. Dean's role will of necessity be different from Angie's, as he will be working far fewer hours, and his primary focus will be the Saturday sessions.

Some of the work which Angie handled will be picked up by the Trustees, tasks such as liaising with volunteers, managing our Facebook page and website, and fundraising. But we need more direct help from parents if we are to survive and continue to deliver this essential service.

#### Financial review

The net outgoing resources for the year, after transfers, were £18,968, including net outgoing resources of £14,813 on unrestricted funds and net outgoing resources of £4,155 on restricted funds.

#### Reserves policy

The charity's free reserves at the year end were £19,569.

The trustees have not adopted a formal reserves policy

Signed on behalf of the board of trustees:

Signed: .....

Name .....

(Trustee)

Date: .....

# **Special Needs and Parent Support Yorkshire**

## **Independent examiner's report to the trustees of Special Needs and Parent Support Yorkshire**

I report on the accounts of the charity for the year ended 31 March 2015, which are set out on pages 5 to 9.

### **Respective responsibilities of the trustees and the examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

### **Independent examiner's statement**

In connection with my examination, no 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 130 of the 2011 Act; and

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

Signed: ..... Name: Susan Szamakowicz

Relevant professional qualification or body: MAAT

Date: .....

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Special Needs and Parent Support Yorkshire**  
**Statement of Financial Activities**  
**for the year ended 31 March 2015**

|  | Notes | 2015<br>Unrestricted<br>funds<br>£ | 2015<br>Restricted<br>funds<br>£ | 2015<br>Total<br>funds<br>£ | 2014<br>Total<br>funds<br>£ |
|--|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Incoming resources</b>                      |       |                                    |                                  |                             |                             |
| Grants and donations                           | (2)   | 11,230                             | 20,726                           | 31,956                      | 36,254                      |
| Fundraising                                    |       | 5,659                              | -                                | 5,659                       | 5,568                       |
| Fee income                                     |       | 684                                | 458                              | 1,142                       | -                           |
| Gift Aid claimed                               |       | 555                                | -                                | 555                         | -                           |
| Other income                                   |       | -                                  | -                                | -                           | 7                           |
| <b>Total incoming resources</b>                |       | <b>18,128</b>                      | <b>21,184</b>                    | <b>39,312</b>               | <b>41,829</b>               |
| <b>Resources expended</b>                      |       |                                    |                                  |                             |                             |
| Salaries and NICs                              | (4)   | 23,888                             | 9,769                            | 33,657                      | 33,589                      |
| Redundancy payment                             |       | 3,480                              | -                                | 3,480                       | -                           |
| Travel and subsistence                         |       | 1,459                              | 250                              | 1,709                       | 694                         |
| Physiotherapists                               |       | -                                  | 3,805                            | 3,805                       | 4,406                       |
| Swimming instructors                           |       | -                                  | 750                              | 750                         | 869                         |
| Management and accounts                        |       | 753                                | 264                              | 1,017                       | 1,591                       |
| Other freelance workers                        |       | 255                                | 280                              | 535                         | 859                         |
| Materials and resources                        |       | 12                                 | 667                              | 679                         | 127                         |
| DBS checks                                     |       | 1                                  | 574                              | 575                         | 204                         |
| Room hire                                      |       | 190                                | 2,700                            | 2,890                       | 6,360                       |
| Activities, meals and entertainment            |       | 538                                | 943                              | 1,481                       | 760                         |
| Telephone                                      |       | 20                                 | 50                               | 70                          | 90                          |
| Computer and internet expenses                 |       | 328                                | 690                              | 1,018                       | 427                         |
| Office consumables                             |       | -                                  | 74                               | 74                          | 213                         |
| Postage and delivery                           |       | 136                                | 112                              | 248                         | 287                         |
| Printing and reproduction                      |       | 1,991                              | 424                              | 2,415                       | 201                         |
| Insurance                                      |       | -                                  | 766                              | 766                         | 914                         |
| Memberships and subscriptions                  |       | 45                                 | -                                | 45                          | 85                          |
| Independent examination                        |       | 516                                | -                                | 516                         | 516                         |
| Bank charges                                   |       | 350                                | -                                | 350                         | 406                         |
| Training                                       |       | 234                                | -                                | 234                         | 536                         |
| Grants returned                                |       | -                                  | -                                | -                           | 919                         |
| Fundraising expense                            |       | 412                                | 1,209                            | 1,621                       | -                           |
| Other expenditure                              |       | 296                                | 49                               | 345                         | 395                         |
| Grants, donations and awards                   |       | -                                  | -                                | -                           | 6,771                       |
| <b>Total resources expended</b>                |       | <b>34,904</b>                      | <b>23,376</b>                    | <b>58,280</b>               | <b>61,219</b>               |
| <b>Net outgoing resources before transfers</b> |       | <b>(16,776)</b>                    | <b>(2,192)</b>                   | <b>(18,968)</b>             | <b>(19,390)</b>             |
| Transfers between funds                        |       | 1,963                              | (1,963)                          | -                           | -                           |
| <b>Net movement in funds</b>                   |       | <b>(14,813)</b>                    | <b>(4,155)</b>                   | <b>(18,968)</b>             | <b>(19,390)</b>             |
| <b>Fund balances brought forward</b>           |       | <b>34,382</b>                      | <b>7,920</b>                     | <b>42,302</b>               | <b>61,692</b>               |
| <b>Fund balances carried forward</b>           | (3)   | <b>19,569</b>                      | <b>3,765</b>                     | <b>23,334</b>               | <b>42,302</b>               |

## Special Needs and Parent Support Yorkshire

### Balance sheet

as at 31 March 2015

|  | 2015          | 2015         | 2015          | 2014          |
|--|---------------|--------------|---------------|---------------|
|  | Unrestricted  | Restricted   | Total         | Total         |
|  | £             | £            | £             | £             |
| <b>Current assets</b>                        |               |              |               |               |
| Debtors and prepayments                      | (5) 130       | -            | 130           | 122           |
| Cash at bank and in hand                     | (6) 21,234    | 3,765        | 24,999        | 44,688        |
| <b>Total current assets</b>                  | <u>21,364</u> | <u>3,765</u> | <u>25,129</u> | <u>44,810</u> |
| <b>Current liabilities:</b>                  |               |              |               |               |
| <b>amounts falling due within one year</b>   |               |              |               |               |
| Creditors and accruals                       | (7) 1,795     | -            | 1,795         | 2,508         |
| <b>Total current liabilities</b>             | <u>1,795</u>  | <u>-</u>     | <u>1,795</u>  | <u>2,508</u>  |
| <b>Net current assets</b>                    | <u>19,569</u> | <u>3,765</u> | <u>23,334</u> | <u>42,302</u> |
| <b>Total assets less current liabilities</b> | <u>19,569</u> | <u>3,765</u> | <u>23,334</u> | <u>42,302</u> |
| <b>Net assets</b>                            | <u>19,569</u> | <u>3,765</u> | <u>23,334</u> | <u>42,302</u> |
| <b>Funds</b>                                 |               |              |               |               |
| Unrestricted funds                           | 19,569        | -            | 19,569        | 34,382        |
| Restricted funds                             | -             | 3,765        | 3,765         | 7,920         |
| <b>Total funds</b>                           | <u>19,569</u> | <u>3,765</u> | <u>23,334</u> | <u>42,302</u> |

The financial statements were approved at a meeting of the trustees and signed on its behalf by:

Signed: .....

Name ..... (Trustee)

Date: .....

# **Special Needs and Parent Support Yorkshire**

## **Notes to the accounts**

### **for the year ended 31 March 2015**

#### **1 Accounting policies**

##### **Basis of accounting**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) and the Charities Act 2011.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, the trustees are virtually certain they 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 as soon as there is a legal or constructive obligation committing the charity to pay out the resources.

##### **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 £1,000 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:

Fixtures and fittings: over 5 years

Computer equipment: over 3 years

##### **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.



## Special Needs and Parent Support Yorkshire

### Notes to the accounts continued

#### for the year ended 31 March 2015

| 2 Grants and donations           | 2015          | 2015          | 2015          | 2014          |
|----------------------------------|---------------|---------------|---------------|---------------|
|                                  | Unrestricted  | Restricted    | Total         | Total         |
|                                  | funds         | funds         | funds         | funds         |
|                                  | £             | £             | £             | £             |
| Leeds City Council (LCC)         | -             | -             | -             | 192           |
| BBC Children in Need             | -             | 10,201        | 10,201        | 11,725        |
| Awards for All                   | -             | -             | -             | 9,607         |
| The Baily Thomas Charitable Fund | -             | -             | -             | 2,000         |
| The Metcalfe Smith Trust         | -             | -             | -             | 630           |
| Sovereign Health Care            | 1,000         | -             | 1,000         | 1,000         |
| The Brelms Trust                 | -             | -             | -             | 4,000         |
| Liz & Terry Bramall Foundation   | -             | 5,000         | 5,000         | -             |
| Leeds RAG                        | -             | 844           | 844           | -             |
| Leeds Community Foundation       | -             | 972           | 972           | -             |
| Sir George Martin Trust          | -             | 1,500         | 1,500         | -             |
| Boost                            | -             | 500           | 500           | -             |
| Irwin Mitchell Solicitors        | -             | 1,709         | 1,709         | -             |
| Jane Tomlinson Appeal            | 5,000         | -             | 5,000         | -             |
| The Harwood Singers              | 1,000         | -             | 1,000         | -             |
| Charity Golf Day                 | 2,749         | -             | 2,749         | -             |
| Other grants and donations       | 1,481         | -             | 1,481         | 7,100         |
|                                  | <u>11,230</u> | <u>20,726</u> | <u>31,956</u> | <u>36,254</u> |

| 3 Restricted funds             | Balance b/f  | Incoming      | Outgoing      | Transfers      | Balance c/f  |
|--------------------------------|--------------|---------------|---------------|----------------|--------------|
|                                | £            | £             | £             | £              | £            |
| Julian Hodge                   | 290          | -             | 290           | -              | -            |
| Saturday Support Group         | 7,630        | 2,000         | 7,075         | (439)          | 2,116        |
| BBC Children in Need           | -            | 10,659        | 8,032         | (1,524)        | 1,103        |
| Liz & Terry Bramall Foundation | -            | 5,000         | 5,000         | -              | -            |
| Leeds RAG                      | -            | 844           | 298           | -              | 546          |
| Leeds Community Foundation     | -            | 972           | 972           | -              | -            |
| Irwin Mitchell Solicitors      | -            | 1,709         | 1,709         | -              | -            |
|                                | <u>7,920</u> | <u>21,184</u> | <u>23,376</u> | <u>(1,963)</u> | <u>3,765</u> |

#### Fund name

#### Purpose of restriction

|                                |   |
|--------------------------------|---|
| Julian Hodge                   | For the Saturday swimming club.   |
| Saturday Support Group         | Project funded by Awards for All, Charles & Elsie Sykes, the Metcalfe Smith Trust, Sir George Martin Trust and Boost. |
| BBC Children in Need           | Towards providing hydrotherapy sessions.  |
| Liz & Terry Bramall Foundation | Towards the salary of the General Manager.  |
| Leeds RAG                      | Towards the costs of activities.  |
| Leeds Community Foundation     | For the Saturday swimming club.   |
| Irwin Mitchell Solicitors      | Towards costs of the Christmas party and T-Shirts.  |

All transfers relate to expenditure not allocated to restricted funds in previous years.

**Special Needs and Parent Support Yorkshire**  
**Notes to the accounts continued**  
**for the year ended 31 March 2015**

|                                  |               |               |
|----------------------------------|---------------|---------------|
| <b>4 Staff costs and numbers</b> | 2015          | 2014          |
|                                  | £             | £             |
| Gross salaries                   | 32,591        | 32,283        |
| Social security costs            | 3,066         | 1,306         |
| Employment Allowance claimed     | (2,000)       | -             |
|                                  | <u>33,657</u> | <u>33,589</u> |

The average number employees during the year was 2.4, being an average of one full time equivalent (2014:2.5 and 1.1 FTE).

|                                  |            |            |
|----------------------------------|------------|------------|
| <b>5 Debtors and prepayments</b> | 2015       | 2014       |
|                                  | £          | £          |
| Debtors                          | -          | 7          |
| Prepayments                      | 130        | 115        |
|                                  | <u>130</u> | <u>122</u> |

|                                   |               |               |
|-----------------------------------|---------------|---------------|
| <b>6 Cash at bank and in hand</b> | 2015          | 2014          |
|                                   | £             | £             |
| Yorkshire Bank current account    | 24,912        | 44,152        |
| Paypal account                    | 21            | 21            |
| Petty cash                        | 66            | 515           |
|                                   | <u>24,999</u> | <u>44,688</u> |

|                                 |              |              |
|---------------------------------|--------------|--------------|
| <b>7 Creditors and accruals</b> | 2015         | 2014         |
|                                 | £            | £            |
| Creditors                       | 1,279        | 1,992        |
| Accruals                        | 516          | 516          |
|                                 | <u>1,795</u> | <u>2,508</u> |

**8 Trustee expenses**

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

**9 Related party transactions**

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