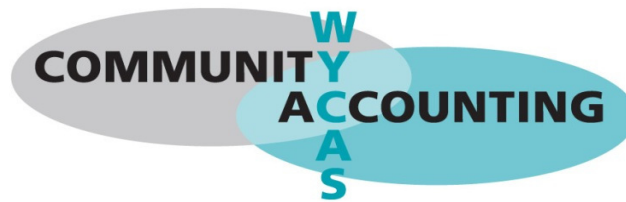


Special Needs and Parent Support Yorkshire

Charity number 1133405

Annual Report and Financial Statements for the year ended 31 March 2016



West Yorkshire Community Accounting Service

Special Needs and Parent Support Yorkshire

Annual Report and Financial Statements for the year ended 31 March 2016

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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 2016

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:

Name	Position	Dates
Christopher Eatwell	Chair	
Anne Gait	Vice chair	
Liam O'Connor	Treasurer	Resigned July 2015
Scott Courts	Treasurer	Appointed 19 March 2016, resigned 11 October 2016
Jean Maston		
Ross McWilliams		Appointed 19 March 2016
Rebecca Wilson		Appointed 6 July 2016
Janneke Elferink		Appointed 19 March 2016
Rebecca Pearey		Appointed 19 March 2016
Kate Goldring		Resigned during the year
Sarah Coles		Resigned 19 March 2016
Marjorie Frank		Resigned 13 April 2016
Catherine Moreland		Resigned 19 March 2016

Charity number 1133405

Registered and principal address

17a Earlswood Avenue
Leeds
LS8 2AF

Bankers

until 9 June 2015

Yorkshire Bank
94 Albion Street
Leeds
LS1 1AG

from 27 Mar 2015

Barclays Bank PLC
Leeds 2
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 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.

Special Needs and Parent Support Yorkshire

Trustees' report (continued) for the year ended 31 March 2016

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

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.

Achievements and performance

In summary, SNAPS has had a very good year with all of the major objectives in our plan for the year being achieved. Despite many challenges over the years since starting in 2004, SNAPS has always managed to meet its core objective – to deliver the Saturday hydrotherapy and swimming sessions, along with soft toy play, music and movement, and social activities, and that is an achievement of which we should all be very proud. However, in the last year, the Board and Staff have managed to radically improve the operation of, and outlook for, SNAPS, in 4 areas:

Firstly, our operations – we have increased the number of days on which we operate each term from 5 at our low point, to the current 9 out of the 14 Saturdays available to us in the January - April 2016 term. We have also increased the number of slots provided on each Saturday from 21 to 33, being hydrotherapy, swimming and Rebound therapy. Overall this means an increase from around 100 slots to nearly 300 in a term, triple the provision, which is great news for families. We have introduced a new upgraded website, with far more information available as well as a booking calendar. We have built a client database using i-Pads and new software, which means that we have all of our information up to date and immediately available to our staff team.

Secondly, our finances – I said at last year's AGM that SNAPS had been losing money year on year, with a pattern of expenditure which was not sustainable. Your Board took the radical actions necessary to ensure that the charity would survive, and I am pleased to say that our finances have recovered very strongly. Our reserves are covered and we have additional funds. We are now in a solid financial position, which has enabled SNAPS to plan for further growth and sustainability.

Thirdly, the Board of Trustees, and our staff and volunteers - The role of the Board of Trustees is to set the strategy for the organisation and help to ensure that everything that is done to achieve that strategy is completed legally and according to the stated aims of the charity. We are lucky in having a group of talented people with widely differing backgrounds and skills to be the current Board of Trustees 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 get us on to a sounder footing. Whilst SNAPS has said goodbye to several Trustees during the year, we have also welcomed some new members to the team. And the very high quality of our weekly delivery is down to our brilliant team of staff and volunteers who have worked so hard during a year of significant change and improvement.

And lastly, the future of SNAPS – We have just completed our next Business Plan for 2016-2017 and we have some exciting ideas for further improving what we do and how we do it, including further moves to achieve sustainable funding, opening for even more Saturdays at Penny Field School during the coming year, developing information sessions for parents, and exploring the possibilities of expanding our unique services to a second site in West Yorkshire. Many, many thanks to everyone for all your hard work and achievements this year.

Chris Eatwell, Chair of the Board of Trustees.

Special Needs and Parent Support Yorkshire

Trustees' report (continued) for the year ended 31 March 2016

Objectives and activities (continued)

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.

Financial review

The net incoming resources for the year were £36,423, including net incoming resources of £31,219 on unrestricted funds and net incoming resources of £5,204 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £50,788.

The trustees have not adopted a formal reserves policy

Signed on behalf of the board of trustees:

Date:

Signed: (Trustee)

Name

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 2016, which are set out on pages 6 to 10.

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 2016

	Notes	2016 Unrestricted funds £	2016 Restricted funds £	2016 Total funds £	2015 Total funds £
Income from:					
Grants and donations	(2)	45,619	23,950	69,569	31,956
Fundraising		2,711	-	2,711	5,659
Fee income		2,761	-	2,761	1,142
Gift Aid claimed		246	-	246	555
Total income		51,337	23,950	75,287	39,312
Expenditure on:					
Salaries and NICs	(4)	7,255	3,700	10,955	33,657
Redundancy payment		-	-	-	3,480
Travel and subsistence		102	111	213	1,709
Physiotherapists		1,624	5,840	7,464	3,805
Swimming instructors		540	216	756	750
Management and accounts		138	432	570	1,017
Other freelance workers		300	75	375	535
Materials and resources		46	-	46	679
DBS checks		1	169	170	575
Room hire		3,341	4,161	7,502	2,890
Activities, meals and entertainment		165	-	165	1,481
Telephone		85	-	85	70
Computer and internet expenses		1,885	34	1,919	1,018
Office consumables		-	90	90	74
Postage and delivery		336	162	498	248
Printing and reproduction		-	-	-	2,415
Insurance		52	466	518	766
Memberships and subscriptions		80	-	80	45
Independent examination		540	-	540	516
Bank charges		83	-	83	350
Training		-	65	65	234
Fundraising expense		3,262	3,225	6,487	1,621
Other expenditure		283	-	283	345
Total expenditure		20,118	18,746	38,864	58,280
Net movement in funds		31,219	5,204	36,423	(18,968)
Fund balances brought forward		19,569	3,765	23,334	42,302
Fund balances carried forward	(3)	50,788	8,969	59,757	23,334

Special Needs and Parent Support Yorkshire

Balance sheet

as at 31 March 2016

	2016	2016	2016	2015
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Prepayments (5)	78	-	78	130
Cash at bank and in hand (6)	53,796	8,969	62,765	24,999
Total current assets	53,874	8,969	62,843	25,129
Current liabilities:				
amounts falling due within one year				
Creditors and accruals (7)	3,086	-	3,086	1,795
Total current liabilities	3,086	-	3,086	1,795
Net current assets	50,788	8,969	59,757	23,334
Total assets less current liabilities	50,788	8,969	59,757	23,334
Net assets	50,788	8,969	59,757	23,334
Funds				
Unrestricted funds	50,788	-	50,788	19,569
Restricted funds	-	8,969	8,969	3,765
Total funds	50,788	8,969	59,757	23,334

The financial statements were approved by the board of trustees on

Date:

Signed:

(Trustee)

Name

Special Needs and Parent Support Yorkshire

Notes to the accounts

for the year ended 31 March 2016

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 (Charities SORP (FRSSE)) 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 2016

2 Grants and donations	2016	2016	2016	2015
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
BBC Children in Need	-	6,975	6,975	10,201
Sovereign Health Care	-	-	-	1,000
Liz & Terry Bramall Foundation	-	-	-	5,000
Leeds RAG	250	-	250	844
Leeds Community Foundation	-	675	675	972
Sir George Martin Trust	-	-	-	1,500
Boost	-	-	-	500
Irwin Mitchell Solicitors	-	-	-	1,709
Jane Tomlinson Appeal	-	-	-	5,000
The Harwood Singers	-	-	-	1,000
Charity Golf Day	-	-	-	2,749
The Sobell Foundation	-	6,000	6,000	-
Awards For All	-	9,800	9,800	-
Zurich Insurance Community Trust	-	500	500	-
Wade's Charity	2,000	-	2,000	-
The 29 May 1961 Charitable Trust	2,000	-	2,000	-
Pierrepoint Trust	2,000	-	2,000	-
Cleves and Whitehead Trust	2,000	-	2,000	-
Jack Ackroyd Charitable Trust	2,000	-	2,000	-
The Pat Newman Memorial Trust	2,000	-	2,000	-
Other grants and donations	33,369	-	33,369	1,481
	<u>45,619</u>	<u>23,950</u>	<u>69,569</u>	<u>31,956</u>

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Saturday Support Group	2,116	9,800	6,405	-	5,511
BBC Children in Need	1,103	6,975	8,078	-	-
Leeds RAG	546	-	546	-	-
Leeds Community Foundation	-	675	-	-	675
The Sobell Foundation	-	6,000	3,217	-	2,783
Zurich Insurance Community Trust	-	500	500	-	-
	<u>3,765</u>	<u>23,950</u>	<u>18,746</u>	<u>-</u>	<u>8,969</u>

Fund name	Purpose of restriction
Saturday Support Group	Project funded by Awards for All.
BBC Children in Need	Towards providing hydrotherapy sessions.
Leeds RAG	Towards the costs of activities.
Leeds Community Foundation	Towards the costs of activities.
The Sobell Foundation	Towards the costs of rent, salaries and core costs for Saturday activities.
Zurich Insurance Community Trust	Towards the costs of the manager's salary.

Special Needs and Parent Support Yorkshire
Notes to the accounts continued
for the year ended 31 March 2016

4 Staff costs and numbers	2016	2015
	£	£
Gross salaries	10,955	32,591
Social security costs	78	3,066
Employment allowance	(78)	(2,000)
	<u>10,955</u>	<u>33,657</u>

The average number employees during the year was 1.8, being an average of 0.5 full time equivalent (2015:2.4 and 1 FTE).

5 Prepayments	2016	2015
	£	£
Insurance	78	130
	<u>78</u>	<u>130</u>

6 Cash at bank and in hand	2016	2015
	£	£
Yorkshire Bank current account	-	24,912
Barclays Bank Community Account	62,392	-
Paypal account	21	21
Petty cash	352	66
	<u>62,765</u>	<u>24,999</u>

7 Creditors and accruals	2016	2015
	£	£
HM Revenue and Customs	1,048	1,279
Independent examination	540	516
Physiotherapists	1,310	-
Management and accounts	72	-
Postage and delivery	116	-
	<u>3,086</u>	<u>1,795</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.