



The Parasol Project

INCLUDE INVOLVE INSPIRE

**ANNUAL REPORT OF THE TRUSTEES
AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2021**

REGISTERED CHARITY NUMBER: 1055914

Independent Examiners:

Wenn Townsend
30 St Giles
Oxford OX1 3LE



Tower Playbase
Maltfield Road, Northway
Oxford OX3 9RG
Phone: 01865 742816
Email: info@parasolproject.org
Website: www.parasolproject.org

Executive Summary

This, the 25th year of The Parasol Project (“the charity”) providing inclusive play and recreation opportunities for disabled and non-disabled children, teenagers and young adults in Oxfordshire has been like no other. And yet, as this Annual Report shows it was one in which the staff and Trustees managed to provide an amazing range of services for the children and young people, and their families, who benefit from the programmes that the charity offers. The year to 31 March 2021 started with the first COVID lockdown and, as a consequence, minimal levels of activity for the charity. But, as the year progressed and ways of working that were safe and within the Government rules were devised, Parasol offered an innovative range of face-to-face and online activities that ensured that our beneficiaries continued to be supported throughout the year. It was a busy and demanding time for all involved with delivering Parasol’s programmes. The Report and Accounts for last year highlighted the difficult financial situation facing the Trustees but they are happy to report that the immediate financial concerns have been successfully overcome and that they look forward to 2021/22 and beyond with optimism..

During 2020/2021 income increased to £348,717 (£294,600 – 2019/20) and expenditure fell to £264,488 (£330,958 – 2019/20) resulting in a surplus of £84,229 for the year. The rise in income was the result of the Government’s Coronavirus Job Retention Scheme, receipt of other local and central Government funding available to support organisations like Parasol during the pandemic and the generosity of individuals who were keen to support the charity through these challenging times. Reduced staffing costs, savings on overheads and the lower costs of running online programmes contributed to the overall reduction in expenditure. Funding from grant making bodies was difficult to generate. Understandably, the funding needs of organisations dealing directly with the impact of COVID19 became a new focus and Parasol did not fall into the funding priorities of many potential grantors. Total reserves increased to £126,598 (£42,369 – 2019/20) and with (1) secured funding totalling £72,561 over three-years to employ a Volunteer Co-ordinator from The Henry Smith Charity, (2) funding for our core activities from Oxfordshire County Council of £90,000 per annum for five-years, and (3) increasing unrestricted grants and donations of £141,042 (£20,616 – 2019/20), the charity has been able to establish a sound financial base from which to return to pre-pandemic levels of activity in 2021/22 and beyond. The full Statement of Financial Activities can be found on page 20 of this Annual Report.

Output / we facilitated:

During 2020/21, Parasol provided opportunities for play and recreation in a wide range of different ways. In addition to the traditional, but COVID restricted, face-to-face Playbase and Choice Day programmes offered during the Summer and at the October Half Term a diverse programme of support was provided to the charity’s beneficiaries via virtual activities – youth club, games night, cooking, dance, wreath and lantern making, and daily challenges – and care packages – Winter Warmers, activity packs for children and Christmas Gifts.

Achievements during 2020-2021:

The coronavirus pandemic made it difficult to set targets and measure outcomes in this past 12 months. The single biggest achievement of this year has been to continue to provide a full programme of engagement with the charity’s beneficiaries in the midst of an unprecedented public health crisis. To do this with a small team of staff speaks volumes about their skill and commitment to the children, teenagers and young adults that the charity serves. At the same time, the charity successfully managed a challenging financial situation and ended the year with a balance sheet offering financial reassurance as the Trustees plan for the future growth and development of Parasol.

The Trustees wish to record their immense gratitude to Dan Norey, the Executive Director and his team of core staff and seasonal workers who have guided Parasol through this extremely challenging year, and, of course, to our major funders – Oxfordshire County Council, Oxford City Council and The Henry Smith Charity – and the many friends and supporters who have provided the funding to ensure that our work continues and that Parasol can approach the future with hope and optimism.

Statistics

The restrictions placed on the number of children and young people we could work with at any one time severely reduced the activity hours delivered in 20/21 compared to that achieved in more normal times. However the activities we were able to run were a huge success and were incredibly well received by the children and young people involved.

	Users	Disabled Users	Non-disabled Users	Individual Sessions Delivered	Hours
Child Service	42	25	17	448	2240
Teen Service	41	25	16	418	1597
Adult service	12	12	0	113	345
Virtual Project	34	30	4	593	978



The Parasol Project

Contents of the Annual Report and Financial Statements for the Year Ended 31 March 2021

	Page
Executive Summary	2
Report of the Trustees	4-18
Independent Examiner's Report	19
Statement of Financial Activities	20
Balance Sheet	21
Notes to the Financial Statements	22-27



Socially distanced teenage canoe day at Barefoot camping (Summer 2020)

The Parasol Project

Report of the Trustees for the Year Ended 31 March 2021

The Trustees present their report with the financial statements of the Parasol Project (“the charity”) for the year ended 31 March 2021. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

1. Our vision

The Parasol Project want to see a world where every disabled child and young person can enjoy the same rights and opportunities as their non-disabled peers including access to out of school play, social and creative activities.

2. Our mission

To support young disabled people to have ‘full and effective participation and inclusion in society’ (UN Convention on the Rights of the Person with Disabilities), to unlock their potential and become more confident, independent and compassionate individuals.

3. Our values

We believe that disabled children and young people should enjoy the same rights and opportunities as other children and young people as set out in the United Nations Convention on the Rights of the Child, including access to activities that suit their needs, abilities and aspirations. Disabled peoples’ engagement with culture and the arts alongside and on equal terms with their able-bodied peers is an important element of an inclusive society.

4. The importance of inclusivity



In the spirit of inclusion, we also work with a number of other disadvantaged groups including siblings of those with disabilities, children in care, care leavers, young carers, and refugees.

Parasol have developed a unique inclusive culture allowing us to proactively encourage these differing groups to share and take ownership of our activities’. This has a powerful impact on participants. Parasol Project stakeholders explain the value and impact of this inclusive ethos at:

www.parasolproject.org/why-inclusivity.

5. Objectives and activities

As set out in the charity's constitution the Parasol Project objectives are to provide facilities for recreation and other leisure time occupation for children and young people with physical or learning difficulties. Such facilities are to be comparable to those available to the children and young people's non-disabled siblings and contemporaries, and are to promote: (1) their educational, physical, mental and spiritual wellbeing, and, (2) equal opportunities.

These objectives shape the activities that are undertaken by the charity. Not only are activities provided that offer experiences comparable to those available to non-disabled children and young people but these are essentially enjoyed alongside non-disabled siblings and contemporaries of our beneficiaries - children and young people. Inclusivity and equal opportunities are key hallmarks and features of all activities planned and delivered by the charity.

In planning the work of the Charity, the Trustees take due regard to the Charity Commission's guidance on Public Benefit, including the guidance "Public benefit: running a charity (PB2)". The Trustees are satisfied that the Charity meets that guidance in that it offers its activities to any child or young person with physical or learning difficulties and indeed makes every effort to reach out to those families who for economic and/or social reasons find it challenging to provide appropriate and inclusive leisure or recreational activities for their children. The Trustees are happy that participants in the charity's activities are from a very wide spectrum of social and economic backgrounds, particularly those at risk of social exclusion, and this is fundamental to improving their wellbeing by making them feel valued and included, and participating in age appropriate activities.

In a typical year the charity meets its objectives in seven main ways (as listed here): during the coronavirus pandemic the Charity's ability to meet these objectives have been severely limited. These objectives continue to be central to our mission:

1. Providing a full programme of activities for children (5-12yrs) from its base (Tower Playbase in Oxford) during school holidays
2. Providing a full programme of activities for teenagers (13-18yrs) during school holidays and throughout the year. This often includes a week long residential trip in the summer
3. Providing an extensive youth volunteering programme for those aged 10-25yrs old
4. Providing a workforce volunteering programme and social activities for existing participants as they turn 19+ (Parasol Plus)
5. Providing an inclusive dance programme throughout the year
6. Providing a weekly inclusive youth club throughout the year
7. Developing the range and reach of Parasol activities through our outreach programme

The Trustees set out in the remainder of this Report how the Charity has adapted to lockdown and other COVID19 restrictions and managed to continue to provide many of these services and support our beneficiaries during the past 12 months.

In addition, the charity aims to meet additional objectives:

- To develop/share the knowledge and skills underpinning The Parasol Project approach
- To develop the staff team to deliver the best service possible
- To optimise the income available to support the delivery and development of our work
- To become a local and regional example of good practice through our inclusive ethos
- To diversify our fundraising streams to ensure financial sustainability of the charity for our beneficiaries

Again, the Charity's ability to meet these additional objectives has been severely limited during the past 12 months of the pandemic. It will become clear in the remainder of this Report the extent to which the staff and Trustees have been able to keep the principle objectives and the above listed additional objectives of the Charity in the forefront of their attention while at the same time ensuring that the children and young people who benefit from the Charity's services continue to receive the best and most extensive support available in the conditions that inevitably limited the activities that were possible within the varying COVID 19 rules that were in place at different times during the year.

As the staff are able to relaunch the core activities of the Charity, these services are constantly under review and when financing and other resources are available, the Trustees would hope to be able to provide further support for children and young people with disabilities, their siblings and non-disabled contemporaries, and their families by developing community based services and programmes that would support those who through age become excluded from the existing work of the charity.

6. Beneficiaries of the work

Our beneficiaries are primarily aged from 5-18 years old and our volunteers range in age up to 25. Many live in a variety of challenging circumstances. And, many have significant communication challenges, physical disabilities, autism, learning difficulties and some also have challenging behaviour. These children, young people and young adults can face a series of barriers, both practical and complex, and this often results in exclusion from active participation in society. This can have a profound impact on their lives.

In the spirit of inclusion, the Charity also works with other disadvantaged children. For example, siblings of disabled children and young people are often disadvantaged as they have fewer opportunities for social or holiday activities than their peers. They often have caring responsibilities and they may feel neglected within the family because of high support needs of their disabled sibling. The Charity also supports children in care. Research shows that children in the care system experience significantly worse mental health concerns than their peers, and a high proportion experience poor health, and poor educational and social outcomes after leaving care. We also worked alongside young carers. Research highlights that these young carers are more likely to have mental health problems, poorer school attendance than average, and are more likely to be identified as having SEN. Finally, we also support young refugees. These children also experience significant issues due to their circumstances and benefit greatly from being involved in the activities offered by the Parasol Project.

This description of the Charity's beneficiaries is accurate for this past 12 months but the limiting conditions of the pandemic have meant that services have often been provided on line and this is not a manageable means of communication for some beneficiaries. By providing hand delivered activity packs to many children and young people, the staff have tried to ensure that no children or young people should feel excluded by the limitations placed on in person gatherings due to the lockdown conditions of the pandemic.

In a survey, beneficiaries were asked to tick if they belonged to specific categories. The response was revealing. Some ticked up to 4 from among the categories: (1) physical disability; (2) special educational needs; (3) young carer; (4) sibling with a disability; (5) in the looked after system; (6) eligible for free school meals (7) refugee and/or; (8) English as a second language. The Trustees believe that this has continued to be an accurate picture of the needs of those who benefited from the Charity's services during the pandemic in the year to March 31 2021..

7. Equal opportunities statement

The Parasol Project is committed to providing equality of opportunity for the children, young people, adults, volunteers, professional practitioners, families and carers with whom it works. It values and respects their diversity. Parasol welcomes difference in its staff and volunteers. It is also working to create equal access to opportunities for paid employment and voluntary involvement while continuing to base selection and promotion solely on the ability to meet the requirements of the post. This is irrespective of race, colour, ethnic or national origins, religion, disability, gender, sexuality, age, marital status, responsibility for dependants, economic status or political views. The Parasol Project is committed to taking active steps to address and eliminate unfair or unlawful discrimination or prejudice where these are identified in the organisation's procedures or practices.

8. Quality assurance

All policies are reviewed annually to ensure they remain relevant and up to date. We have a quality assurance system and policies for health and safety, children and vulnerable adults' protection, safeguarding, equal opportunities, whistleblowing, recruitment of ex-offenders and storage and handling of disclosure information. We are committed to improving quality and minimising risk and to deliver excellent value for money in all aspects of our work. We are conscious of the need to strike a realistic balance between administration and service delivery, and to ensure that whilst having a good protective framework of systems and procedures, we nevertheless devote most of our energies and resources to deliver an effective range of services. The effectiveness of our services are regularly monitored and evaluated (consultation with stakeholders), firstly to acknowledge what we do well and secondly, to review and learn from what is not working so well. This ensures we use our resources effectively and provide the best service to our beneficiaries.

9. Background of the charity

The Parasol Project was launched as an independent charity in 1996. It is an Oxfordshire charity embedded at the base of a large tower block in Oxford. The Charity was set up by parents of disabled children to fill a gap in provision. The Charity has 25 years' experience successfully delivering services to children/young people with disabilities. Our profile and reputation has continued to grow during this time in the field of youth volunteering and inclusive practice.

Quote from a teenage volunteer -

"I have really enjoyed helping behind the scenes to plan the summer. Being a volunteer has really been life changing and I don't think I would be the person I am today without their help"

Quote from a young person -

"love Parasol because I have never felt that I don't belong and they have always gone the extra mile to make sure that everyone has a chance to get involved"

10. Parasol Project Staff

The Parasol Project has capacity to deliver its activity programme with the support from highly skilled and experienced staff. As a result of financial pressures (as reported in the 2019/20 Annual Report and Accounts), the Trustees found it necessary to reduce its already small staff team in the early part of this financial year and a senior member of staff was made redundant in August 2020. This put considerable extra pressure on the remaining team to respond to the extraordinary circumstances of the pandemic. Planning and coordinating the programmes that could be delivered fell mainly to the Executive Director (Dan Norey) whose experience of working for the Charity for more than 20 years proved invaluable, and the Volunteer Co-ordinator (Kat Smart) who took on a great deal of additional responsibility. The remaining young but, dedicated and resilient, staff team were amazingly creative and energetic in ensuring that, any programme that pandemic restrictions allowed, would proceed. During the early part of the year, when coronavirus was at its peak, most of the staff team were furloughed on full pay. They returned to work in stages and by the end of this financial year, all were back at work. These extraordinary working conditions have impacted on all staff of the charity, and the Trustees are hugely grateful to the staff team for their dedication and determination to keep the work of the Parasol Project running albeit in new and innovative ways for much of the year.

We should also highlight the incredible support we received throughout the pandemic from Erin Harker and Kay Willis at Oxfordshire County Council.

The Parasol Project also employs over 40 sessional staff (“enablers”) each year, many of them university students. Again, as a result of COVID-19, the opportunities for working have been limited as the programmes that the Charity was able to offer were restricted and staff were unable to travel back to Oxford to work due to travel restrictions. This provides a challenge going forward as our well-established system of staff recruitment and training relies on a yearly influx of new staff, who become the next years ‘experienced’ staff, providing invaluable peer support to incoming staff. However, such is the resilience and dedication of our enabler team that we were able to provide safe and stimulating activities for the children and young people in our care.



Tower Playbase (May half term 2020)

11. Statistics and output during 2020-21

Please see executive summary

12. Achievements and performance (2020-2021)

This year, our team of enthusiastic and energetic Enablers and Volunteers has delivered an exciting range of inclusive, age appropriate activities for children, young people and young adult users.

12.1 Parasol Children's Service (5-12 year olds): The impact of the coronavirus pandemic has challenged staff and enablers to find ways safe ways in which to deliver services to children during the year to March 31 2021. The charity managed to provide the following programmes during the year:

- **May 2020 Half Term** – With support from Oxfordshire County Council, the Director and his team devised a COVID safe way in which to deliver a 4 day programme during the May Half Term. With appropriate PPE equipment and new procedures in place Parasol ran a play scheme for 9 disabled children from Mabel Prichard Special School in Oxford. After appropriate risk assessments, a team of 8 staff, a playleader and deputy, and 2 care leads the children were offered a programme of arts and crafts activities, water play and bushcraft. This limited play scheme provided during the first wave of the pandemic demanded high levels of attention to keeping hygiene and infection prevention. The children and staff adapted well to the new conditions and all returned to participate in Parasol's Summer provision. Mabel Prichard school are hoping to partner with Parasol in the future. In total 36 days of play were offered during this holiday.
- **Summer 2020** – With infection rates falling and the experience of working with children under strict cleaning and sanitising regimes in the May Half Term, the staff were able to commit to a 25 day programme of activities over the Summer. With a COVID risk assessment in place, and following Government rules children were placed in two 15 person bubbles and attending Tower Playbase in alternate weeks. In order to offer parents, many of whom had had little respite from supporting their children at home during the lockdown, a full week 5 day week programme of activities was offered over the five week summer Play Scheme. It was not possible to offer outside trips but outdoor activities including Bushcraft were on offer at Tower Playbase. An experienced staff team were able to keep the play scheme safe but the COVID conditions meant that it was difficult to recruit new staff of future years.
- **October 2020 Half Term** – Four days of Halloween themed activities were offered to up to 15 children during this half term holiday. With experience gathered during the Summer, the programme went well with all the COVID procedures maintained throughout. The partnership with Fusion Arts continues to be fruitful.
- **February 2021 Half Term** – With new lockdown restrictions in place, it did not feel safe to run face-to-face activities at this time. A virtual programme using Zoom was devised with children receiving a hand delivered kit to enable them to fully participate along with a parent or carer in these art and sensory activities. For 45 minutes each morning Monday to Thursday, Parasol was able, in this way, to maintain contact with a core group of Playbase children and families.

12.2 Parasol Teens Services (13 to 18 year olds): As with the children accessing Parasol's programmes, the staff worked hard to devise activities for Teens that could be delivered safely under pandemic conditions. During this difficult year, these comprised:

- **Summer 2020** – It was not until the Summer that Parasol was able to move to face-to-face activities with the Teens group. Working in groups of up to 15, two mixed cohorts of disabled and non-disabled teenagers met to enjoy a busy 5 week period of activities tailored to meet pandemic restrictions and to keep the teens and staff safe. Days were mostly divided between Wolvercote and Barefoot Camping with a Zorb Football day and 2 days Llama Walking. In Wolvercote, there were opportunities to engage in Art and Craft Activities delivered by Fusion Arts, dance preparing for a small performance to be used by IF Science, Oxford, cooking for the daily shared lunch, sport – basketball, football, cricket and volleyball, media work on content for Parasol TV and afternoon chill out sessions of playing pool and board games, making friendship bracelets and water fights! Barefoot Camping offered Parasol exclusive free use of their campsite by the River Thames at Northmoor Lock. There were morning opportunities for canoeing on the river with our two River Specialists while others prepared pizza using Parasol's newly acquired pizza oven. After lunch there were opportunities for swimming for some while others cleared the site and played games and chilled! Llama walking presented new challenges of how to keep everyone safe and well but careful planning meant that everyone got a chance to spend time walking with a llama and to enjoy the special woodland scenery. With so many of the traditional Parasol "trip" destinations not available, this outdoor activity provided an opportunity to provide a memorable day for all. Similarly, Zorb football could with appropriate safety and sanitising practices, offer a great chance for a chance to go on a "trip" that was COVID safe. Split into teams the participants played Zorb football while their peers cheered them on. It was a great day out, a new experience and a confidence building exercise for some who were a little nervous about this adventure.

The end of summer celebration, a traditional feature of a Parasol summer, was held on zoom as a face-to-face event would not have been COVID safe. Around 50 young people, parents, carers and staff attended the virtual event as everyone was able to share and relive the experiences of the summer.

- **October Half Term 2020** – A four day programme provided activities for two 15 strong cohorts of young people. Each group spent a day in Wolvercote with the traditional mix of cooking, arts and crafts, bushcraft, basketball, pool, board games, fitness and sports and making content for Parasol TV. On the second day, they went to Millets Farm, an outdoor COVID safe location, to pick pumpkins in the morning and then in the afternoon spent time carving pumpkins and other Halloween themed activities.



Canoeing at Barefoot camping and Yoga at Wolvercote (Summer 2020)

12.3 Parasol Virtual Activities: While Parasol is proud that it was able to deliver the in person activities to children and teens that are outlined in the two preceding sections, the charity's ability to design, resource and deliver a whole range of virtual activities with a very small staff team is perhaps the greatest achievement of 2020/21. The innovation and creativity is demonstrated in the detailed report of those activities that follows:

- **Virtual Dance – Saturday Mornings** - In March 2020, when lockdown was announced, we were halfway through a term of running dance face-to-face at Glow Hall every Saturday which unfortunately had to cease. Very quickly, we received calls from the parents asking if it was possible to run Dance online. So, we involved our Parasol Dance Specialists in putting together a collection of videos which formed a weekly session on a Google Drive. The sessions designed by the Dance Specialists included a check-in, warm up, dance routine and warm down. The link to this 'session' would then be emailed to the parents/carers and young people. The young people would complete the sessions and then send Parasol a video of their final routine that they had learnt which other young people could then also view. After running a summer of face-to-face activities which included dance with a reduced number of young people, we realised that the interactive nature of our sessions is where the quality and sparkle of Parasol is. Therefore, we decided to move to using ZOOM to run our Saturday sessions. This was a massive success with all but one of our usual attendees joining the sessions and two new young people signing up. The same session format that is used for face-to-face delivery was used for our ZOOM which seemed to be a comfort to the young people and meant they settled into the pattern of Saturday morning dance very naturally. In total, we ran 10 of these sessions between October and December 2020 and these carried on in the New Year. During one of these sessions, one of our young people asked if we were going to be doing a Christmas dance. From this, not only did we do a Christmas dance, but we able to organise small Christmas packages to be distributed to all those involved (containing a Christmas card, a Christmas accessory and a chocolate treat) and a Christmas Performance video which was shown to young people, their parents and carers and staff ! It was a lovely way to finish off our term and we had a great response from parents/carers after seeing what their young people had been up to.
- **Zoom Games Night – Tuesday Evenings** - Games Night allowed us to replicate a popular feature of our standard face-to-face sessions. Board games are a simple way of including young people of differing abilities in a social activity and after an initial investment of time to teach the game, most young people can access the activity with minimal support if an appropriate game is identified. Fortunately, two of the board games (Ticket to Ride and Catan) that we have successfully introduced young people to in the past are also available online. The session begins with a quick check in with young people and staff and then young people are placed in breakout rooms along with staff. One staff member slotted in latecomers and provide oversight of breakout tooms. Some young people attended every week but others as they felt the need. This enabled us to maintain our relationships with young people in an unpressured way. For some of the young people, who enjoyed

smaller group interaction, these sessions with a higher staff to young person ratio were ideal. To keep things fresh and interesting as well as keeping the young people stimulated and engaged, after some research and a test session with staff we decided that Jackbox games would be a useful addition to our sessions. Jackbox has a suite of online games that allow young people and staff to play short games using their phones as games devices.

- **Virtual Youth Group – Thursday Evening** - During the school term, on Wednesdays we run a virtual 2 hour youth group. After everyone has 'checked in', we play games such as quizzes, scategories and bingo. Some weeks we sent out resources such as origami paper, face paint crayons and kazoos and had origami tutorials, face paint competitions and 'guess that tune' on kazoos. As with the Games Night, we had a main group of our young people who attended every week but others who attended less regularly. Once again we were able to check in with the young people and maintain our relationships with them. As the group evolved we had young people making their own quizzes (with support where appropriate) which they then ran for their peers. The group provided a weekly activity for young people to engage with. For many of the young people this was a highlight of their week and was the only Parasol provision they were accessing. It was an important opportunity during lockdown to communicate with other people and engage in a fun activity.



Online Winter wreath making (Xmas 2020)

- **Cooking with Dan – Sunday Mornings** Before the pandemic, we ran in person cooking sessions at our weekly youth group. This gave the young people the chance to develop their cooking skills. Another reason for these sessions was to provide a healthy balanced evening meal to everyone who joined the session (even if they didn't cook). The sit down meal is hugely important to bring the group together and really helped create a sense of community and belonging. In response to the lockdown we moved our cooking project online. Now, we meet every Sunday at lunchtime, for 'Cooking with Dan'. The session starts with a check in where each young person gets to feedback on their week, which helps with young people's communication skills and mental health. Next we run through the list of ingredients and materials needed for the session. (Young people are sent the list in advance and provided with ingredients if required.) We have two types of sessions, 'Back to basics' and 'Challenge'. The 'Back to basics' sessions focus more on the independence of the young people, providing them with the knowledge and skills to make healthy yet simple meals with minimal adult supervision. Sessions focus on things like knife work, timings or understanding which flavours work well together. These sessions also allow us all to sit, eat and chat before the end of the session. 'Challenge' sessions give the young people a chance to make and try meals that are new to them, as well as using the skills developed in the 'back to basics' sessions.
- **Lantern Making Session** - In partnership with Fusion arts, we participated in the Ox Lights festival 2020 by distributing lantern-making packs to 13 Young People and running a ZOOM lantern-making session. Young people then hung these lanterns outside their houses for their communities to admire as part of the festival.. Each pack contained willow sticks (cut to size), masking tape, tissue paper, PVA glue and black paper for decoration. A Fusion artist led the workshop supported by Parasol staff with experience of running inclusive art sessions. This art workshop was the first session of its kind that we had run. As an organisation, we learnt a lot from this activity and it has influenced our approach to future projects. For example, we now run 'dry run' sessions with staff as part of the planning stage for any workshop and always have breakout rooms set up for additional support.
- **Virtual Youth Panel** - The aim of these sessions was to get together up to ten members of the volunteering project to talk about what they would like to do in the summer, discussing project ideas and sport, art and media activity ideas. They were asked to consider how inclusive they were and how much they would cost. The young people really enjoyed making meaningful contributions of ideas and feeling helpful. When the summer came and they got to see their ideas in action, they responded really positively to being heard.

12.4 Supporting Parasol Children and Young People and Celebrating During the Pandemic:

Additionally, Parasol helped children, young people and their families during the pandemic in a number of practical ways:

- **Daily Challenges** Between March and August we posted challenges every day on a private Facebook group for young people to undertake. These challenges included quizzes, baking challenges, origami instructions, plasticine modelling and Lego building. Some challenges were very simple whilst others involved delivering materials to young people's houses. Young people were encouraged and supported to come up with their own challenges to post on the group.
- **Care Package Deliveries** - We delivered care packages to young people throughout the lockdown period. These included 'boredom buster' packages and baking packages that helped keep the young people amused and positively engaged with new activities. For example, many of them started colouring, baking and skipping which helped give them something to do whilst many of them weren't going to school. Many of them reported that this had a good impact on their mental health having new things to do and knowing that Parasol was still there for them.
- **Park Meets** - As the summer programme of 2020 got nearer and restrictions started to relax, we organised 'park meets' with 2 staff members and 4 young people at a time in their local areas. This was a kind of transition group so that the young people could get used to interacting with their peers again after being in lockdown. We could also see where they were at in terms of their mental health. Young people enjoyed these meetings and it allowed for a gradual transition from being in isolation with their families to being in large groups of 15 young people. It also helped staff to practice putting in place COVID adjustments with a smaller number of young people before a summer of larger groups.
- **Christmas Activities and Celebrations** –
 - (1) **Winter Warmer Care Packages** - Small care packages were sent to 25 young people to cheer them up and remind them that Parasol is still there for them even though we are not running face-to-face activities- packs contained parasol branded cup, fluffy socks and Thornton's hot chocolate pouches.
 - (2) **Wreath Making Workshops** - After running a practice session with staff we put together wreath making packs for families. We then ran 2 workshops where young people and their parent/carers worked together to make festive wreaths.

(3) Christmas Advent Package - To help spread Christmas cheer, we distributed 34 Christmas Advent Packs to our Child Service Users who attend our Playscheme. As we are unable to run any face-to-face activities for children and virtual sessions with children are challenging, our playleader designed a series of activity packs for children. Each child received 24 envelopes (dated 1st to 24th December) with daily activity ideas, materials pack, activity tray, a chocolate treat and 4 sensory activities.

Quote from Parent –

“Hi, absolutely fantastic! Made me a tad emotional as it has been made with such care and precision. We are doing the daily activities and reading the book together. So, thank you so much.”

(4) Christmas Gift - To end the year with a bang we ordered purple Parasol hoodies for the young people who have been taking part in our virtual project. Each young person received a gift wrapped parcel with instructions on when we would be opening them. Young people and staff all joined a ZOOM meeting on the 23rd December. We then unwrapped the gifts in stages to give young people with less dexterity the opportunity to open their gift at the same time as their peers.

Quote from Parent –

“Thank you all for such a fabulous and thoughtful gift. It was the most beautifully wrapped box ever! Great idea to unwrap together and to see each other unwrapping. T loves purple and it fits a treat and he loves badges. Warmest wishes to you all, missed you a lot this yearThere is a Parasol shaped hole in our lives.”



The sensory room at Tower PlayBase (May 2020)



Children enjoying water play at Tower PlayBase (May 2020)

12.5 Parasol Youth Volunteering Programme (10-25 year olds):

Overview: Funding from a generous three year grant from the Henry Smith Charity has enabled Parasol to employ a full time Volunteer Co-ordinator to develop the charity's volunteering programme. While the funding for this post will officially come to an end on September 30 2021, the volunteer programme continues to be a vital aspect of the charity's vision and volunteers will be supported and encouraged by core staff who plan and deliver Parasol's holiday programmes. The Trustees are grateful to the Henry Smith for the faith they have shown in the charity's commitment to working with volunteers and look forward to seeing volunteers flourish as a result of the focus on volunteering that this grant has enabled us to develop.

As a result of the pandemic, our face-to-face service capacity was much reduced in the last year. Responding to these new circumstances the Volunteer Co-ordinator still managed to work with over 40 volunteers who attended the face-to-face and virtual holiday activities, and term time virtual activities including setting quizzes for each other to do over ZOOM.

Include: In 1998, Parasol developed a youth volunteering programme for young people beneficiaries. Disabled people often do not get the chance to mix with their non-disabled peers and are rarely given opportunities to volunteer as a result of apprehension that many have. From the start, it was evident that an inclusive ethos, where disabled and other disadvantaged young people came together to support each other, would produce great outcomes. Role Models and Volunteers, once trained, enjoy activities alongside those less confident. Simply being together supports conversation and engagement.

As one 14 year old Role Model has said: *"I love Parasol because I have never felt that I don't belong and they have always gone the extra mile to make sure that everyone has a chance to get involved."* Perfect reciprocity. Volunteering ignites a sense of pride and respect amongst all participants. It inspires other beneficiaries (both disabled and non-disabled) to want to become Role Models and Volunteers, further embedding the culture of inclusion.

And, from a parent's perspective: *"For myself, I can honestly say that Parasol is beyond doubt the most positive thing W has in their life. It's absolutely invaluable. They benefit so much from the inclusive ethos where no one judges anyone else. And they have gained so much in confidence. It also provides them with important role models, and they are seriously considering working in this sector as a career when they are older."*

Involve: Despite the challenges of the pandemic, the Parasol Project has still manage to support 41 (2019 – 45) volunteers (10-25yr olds) this year. This project was developed because having responsibilities and being part of a team increases young people's social networking skills, confidence, resilience and sense of belonging. The volunteering programme was also developed so that young people could be involved in running Parasol Project services. As one 16 year old volunteer reflected: *"I have really enjoyed helping behind the scenes to plan the summer. Being a volunteer has really been life changing and I don't think I would be the person I am today without their help"*

Inspire: Beneficiaries attending Parasol Project activities are inspired to become Role Models after observing other young people grow in confidence in their roles and responsibilities. The Charity recruits from existing beneficiaries as they have first-hand experience of the importance and value of the Parasol Project's inclusive ethos.

The Parasol Project's support and challenge approach to volunteering: Challenging individual's belief in their own abilities produces positive outcomes. By gradually giving volunteers more responsibility, individuals can do more, and take on more responsibility. Such Achievement brings about "self-belief" which is exciting for all stakeholders.

Training and Supervision: Each volunteer is interviewed, and once recruited, given regular support and supervision. They go through an appraisal process during their time as a volunteer and are given increasing responsibility, depending on their interest/abilities. This programme has been curtailed somewhat this year but as face-to-face activities resume so too will the established recruitment, training and supervision processes.

JUNIOR ROLE MODEL



ROLE MODEL



VOLUNTEER



SENIOR VOLUNTEER



WORK FORCE



One-to-one meetings are a safe space for individuals to express their thoughts and feelings. Volunteers also attend regular training workshops on topics such as: (1) Roles and Expectations; (2) Inclusion; (3) Diversity and Equality and; (4) The Importance of Team Working. The staff team focus on practical activities to facilitate the learning process. During their time as a volunteer, the staff also help with CV writing, job applications and are often called upon, and happy to provide references.

Progression: There are five levels to progress through starting with Junior Role Models (for 10-12yrs); Role Models and Volunteers (13+yrs); through to either Senior Volunteers (15+yrs) or Workforce Volunteers (19-25yrs). The developmental stage has differentiated uniforms to provide a sense of belonging to each team and differing levels of responsibility are afforded to each group.

Volunteers moving into employment: During the past 12 months, five Senior Volunteers were offered paid employment as Parasol enablers in its Playbase holiday programme. This is a very encouraging sign during a time when opportunities for paid employment for many young people were rarely available.

Quote from a teenage volunteer –

“During lockdown and COVID, parasol has been a great support to me and everyone they have helped me though a lot and being part of the volunteer project it's amazing and I recommend it to everyone it changed my life a lot and think if people join they will be more happy and will in joy it it's been the best thing in my whole life I really love and with all the adults there helping us to achieve a lot of thing and In lockdown they have done so much for me like buy me stuff (to do) and the zoom meeting and 1-1 meeting I love it”

Quote from a grandparent -

“My Granddaughter is now a young volunteer with the parasol project, it has helped her in so many different ways. With lockdown she thought she would not be able to see her friends she has made there. However with the help of technology she was able to join in with the virtual games evening's, planning the summer activities with the rest of the team. Also social distancing picnics and Kat also has taken her shopping. I strongly believe this is an amazing experience and opportunity the parasol project gives to each and everyone who is lucky enough to be part of. A huge well done to all the staff and volunteers. Keep up the good work”

15. Financial Review

At the end of the last financial year (to March 31 2020), the Trustees had significant concerns about the Parasol Project's financial viability going forward. With negative unrestricted reserves it was vital that expenditure, especially on staffing was reduced and new sources of unrestricted grants and donations were found. The Trustees have been hugely encouraged by the financial outcome of those efforts to cut costs and find the additional income streams that would provide a sound financial base for the Charity going forward while a significant challenge to find long term grant funding remains.

As the Statement of Financial Affairs (Income and Expenditure Account) on page 20 shows, the income of the Charity for the year was £348,717 (£294,600 – 2020) while expenditure amounted to £264,488 (£330,958 – 2020). The increase in income and fall in expenditure during the year ended March 31 2021, means that there was an excess of income over expenditure of £84,229. In the year ended March 31 2020 there was an excess of expenditure over income of £36,358. Unrestricted reserves now stand at £79,140 (Deficit in reserves £9,007 – 2020) and restricted reserves are £47,458 (£51,376 – 2020). The Trustees feel reassured by the financial position of the Charity at March 31 2021. The financial fragility of the previous year has been overcome and now there is a stable financial base from which to proceed.

While forced to make some challenging financial decisions at the beginning of this year to March 31 2021, these results show that the difficult decision to reduce core staff numbers was the right one. Combined with responses by central and local government, and supportive individuals and grant making bodies to the impact of the pandemic on the Charity, the Trustees have been able to reverse the poor financial outcomes in the year to March 31 2020 and establish a sound base on which to move forward into 2021/22 and subsequent years. There is no doubt that fundraising in 2021/22 is likely to be challenging as the UK emerges from the worst of the coronavirus pandemic and voluntary bodies look for grants and donations to see them through what is likely to be a difficult financial year.

Looking in more detail at the results for the year to March 31 2021, the increase in income of the Parasol Project is the result of funding by HMRC through the Coronavirus Job Retention Scheme for furloughed staff, extra sustainability funding from Oxfordshire County Council to ensure the provision of programmes under our annual programme to provide holiday activities for children and teenagers remains viable, several business support grants received from Oxford City Council but funded by Central Government, a further generous grant by the Tambour Foundation, a National Lottery grant and generous donations from two families whose children or grandchildren participate in the activities provided by the Charity.

These grants not only contributed to the increase in revenues from £294,600 to £348,717 but also helped compensate for the 75% fall in revenue from fees receivable for the provision of children's, teenager and young adult activities. Those programmes that did run during the year were at a much reduced capacity.

As mentioned above, expenditure during the year, was down substantially. The reduction in expenditure of £66,470 can be attributed in the main to savings of wages and salaries. The reduction in core staff numbers from 5 to 4 combined with the large savings on enablers salaries due to the cancellation of many of the Charity's holiday programmes meant that salary costs (including Employers Pension and National Insurance contributions) fell by £50,810. Costs associated with running holiday programmes for children and teenagers fell, as did the costs of the youth group, Parasol Plus, the Teen Residential and the Volunteer Project. Fundraising and office costs were also down on the preceding year. The only significant increases in costs were those related to the Charity's Non-Contact programme, a response to the lockdown conditions, building costs and depreciation of the building improvements and sensory room costs incurred in 2019/20.

To summarize, the Trustees are pleased to see the turnaround in financial fortunes in the year ended March 31 2021. With unrestricted reserves of £79,140 the Charity can now sustain the impact of any drop of funding in 2021/22 and rebuild its programmes after the effects of the pandemic on programme delivery this past 12 months. There is a need to recruit more young people to take on the role of enablers and in the meantime there will be an increasing amount of bought in services. The financial impact of this change will need to be monitored and if it is possible to run a teen residential in the Summer of 2021, funding for this will also need to be secured to ensure that the newly established reserves are not diminished in this current financial year. The restricted funds balance will begin to fall and this is to be expected as programmes funded by those restricted donations and grants occur.

16. Future Plans

The immediate goal for the year to March 31 2021 was to ensure a financial outcome that would enable the Charity to continue to provide its inclusive services to children, teenagers and young adults. The financial review above explains that that immediate goal was reached but it is less easy to set out future plans for the charity going forward. The uncertainty of the economic and financial environment in which Parasol will be operating in 2021/22 and beyond makes it difficult to plan with any certainty. On the other hand, the Trustees must, while recognizing the unique post-pandemic conditions currently existing, define a path for the Charity. The immediate goal for the charity is recovery. The pandemic has been a demanding experience for our staff, beneficiaries and Trustees. Re-establishing the holiday provisions under the terms of our contract with Oxfordshire County Council is core. This will be done so that staff and participant health needs are paramount. Nearly all staff have been vaccinated so their risk from COVID 19 is reduced. However, the Charity is not ready to accommodate the numbers of children and young people that attended the Summer holiday programmes in 2019. There will be a gradual and safe increase in numbers as the Executive Director works with Oxfordshire County Council in rebuilding the programme. Our children and teens are keen to get back but their safety is vitally important.

The Volunteer Programme funded by the Henry Smith Charity will finish during 2021/22. This has enabled the Trustees to employ a co-ordinator for the 3 year term of this grant and our fundraiser will be looking at how to build on this programme in a way that will attract new funding. The Trustees are keen to keep the core staff team and will be looking at ways to ensure the experience of the volunteer programme can be carried forward into any new developments.

As the holiday provision and volunteer programme become fully functional again, the dance group which has largely carried on virtually through the pandemic, and youth group will begin to return to in person activities. The Parasol Plus programme for over 18's will, if funding allows, also slowly emerge from the impact of COVID19.

These are the immediate future plans for the Charity and in reality and assuming the coronavirus is held in check it will take 12 months to achieve these goals. As indicated above, the demands on staff of the pandemic conditions were significant and the rebuilding process needs to be gradual in order that excessive demands are not put on them or us, the Trustees, who are helping and supporting this recovery. On the positive side there is some financial security that was not in place at the beginning of the pandemic and as services are re-established there is an opportunity to consider how this happens. As was evidenced in the non-contact activities developed during last year, new and innovative initiatives, about what and how we deliver services may well emerge.

During this next 12 months staff and Trustees will be looking at longer term plans. This might include among other things - how we build on the experience of the Volunteer programme, how we might work more in the community, how we use and share the space available at Tower Playbase, how we might develop a social enterprise? At the same time, our current round of funding from Oxfordshire County Council expires in March 2022. There is a strong hope that this funding will be extended for a short period but the demands on the Charity to find additional funding so that the programme does not eat into our reserves becomes a concern at the grant is fixed while costs increase as do the cost of living and the wages that we pay. As always, finding sources of funding for any developmental programme as well as existing commitments is difficult. The Trustees continue to contract the services of an external fundraiser and with the increasing pressure on limited resources the Trustees are hopeful this will continue to be a fruitful use of the Charity's funds.

During the year to March 31 2021, the staff of the Charity found exciting new ways to support the children, teenagers and families with whom we work by developing non-contact activities. These innovative ways of providing much needed activities during lockdown were vital in helping the beneficiaries of those services cope with the rigours of lockdown. For families with disabled children or young people at home, lockdown could well serve to exacerbate any sense of isolation, these non-contact activities were therefore critical to a number of our beneficiaries. While in person activities will hopefully resume Parasol will want to review the activities developed during the worst of the pandemic and evaluate how this service might be developed and used to increase engagement with some of our families. Whether by physical delivery of games and activities or through on-line events there will perhaps be lessons learned for the future development of Parasol.

In the Report and Accounts for the year to March 31 2020 the Trustees confirmed that a new charity with the same name had been established under the Charitable Incorporated Organisation ("CIO") rules established by the Charity Commission in 2013. Having received approval for the assets and liabilities and activities of the Parasol Project, that are reported on in this document, to be transferred to the new Charity, The Parasol Project CIO (Charity No: 1188736), this transfer took place at midnight on March 31 2021. While there are a number of ongoing administrative changes that continue to fulfilled – including the establishment of a new bank account for the CIO, there should be no discernible difference in the day to day running of the charity for staff, users or any other stakeholders. As mentioned in previous Trustee Reports, the main benefits of forming this new CIO are that we have taken the opportunity to update the constitution of the charity in line with the Charity Commission's own model, to provide some limitations on the financial liability of each of the Trustees (were it not for insurance cover, each Trustee might in certain circumstances be personally liable for charity debts), and to provide an opportunity to revise and expand the objects of the charity so that, amongst other things, we can when funding allows continue to develop the Parasol Plus programme of activities for young adults.

Finally, as indicated in previous Annual Reports, the Board of Trustees would welcome new members. A Parasol parent is currently exploring the possibility of joining the Board but others interested in becoming Trustees would be welcome.



Preparing for a canoe trip at Barefoot Camping (Summer 2020)

17. Reserves

The charity's total reserves at March 31 2021 amounted to £126,598 (£42,369 - 2020). Of these reserves, £47,458 (£51,376 – 2020) are restricted and available only for the various specific purposes set out in Note 13 to the accounts. There was a balance on unrestricted funds at March 31 2020 amounting to £79,140 (£9,007(negative balance) – 2020). As mentioned in the Financial Review above, the financial results for the year to March 31 2021 enabled Parasol to establish a level of reserves, both unrestricted and restricted, that provide the Charity with a sound financial base for the years ahead.

Restricted reserves are funds that have been provided by donors or grant making bodies to utilise in a specific way. The Trustees will seek to ensure that the wishes of those funders are followed in the spending of those funds in the year ahead. In particular, the three year funding provided by the Henry Smith Charity for the volunteer project will come to an end in the coming year. An application for further funding from Henry Smith to build on this work is planned.

With the above balance of unrestricted reserves at March 31 2021, the Trustees are in a far more comfortable financial position than a year ago. However, they are aware that the financial fortunes of Parasol have, in recent years, swung significantly from year to year and their objective is to ensure that these reserves are built upon in the coming years. In this way, they hope to provide a base from which the charity's stakeholders can plan the development of Parasol's activities to enhance the extent and quality of the support the Charity provides for its beneficiaries. The balance of unrestricted reserves is above the immediate target of £70,000 set last year. This amount represents 6 months of unrestricted expenditure when the Charity is operating in non-pandemic conditions. In the year to March 31 2022 and beyond, the Trustees believe this remains a minimum amount of unrestricted reserves and a medium range target would be to build unrestricted reserves to £100,000. This seems to be particularly important as the grant funding received under a five year agreement with Oxfordshire County Council comes to an end on March 31 2022. There is hope that this funding will be extended for a short period of years but longer term it will be important that there are reserves available to support the Charity's core activities of providing inclusive play and recreational programmes for children and teenagers in school holidays in case this funding ceases or is reduced..

With careful budgeting and monitoring of management reports during last year the Trustees were able to restore some much needed financial stability for the Charity. After this success, the Trustees will continue this particularly close watch on the financial performance of Parasol to ensure that this target of £100,000 of unrestricted reserves is achieved in the coming next coming years. The Trustees continue to take special note of the Charity Commissioners' guidance in "Charity Reserves: Building Resilience" (CC19). Establishing unrestricted reserves in the region of £100,000 will offer some stability and security against the loss of any key funding or the need to meet unexpected demands of the Charity's funds. This conclusion is reinforced further by the particular financial uncertainties that Parasol faces following the coronavirus pandemic.

18. Structure, Governance and Management

Governing Document

The Parasol Project is an unincorporated charity governed by a constitution adopted on 18 January 1996 and amended on 3 June 1996. Anyone over the age of 18 years old and corporate bodies may become members of the charity.

Appointment of New Trustees

The Board seeks to widen its membership and at the same time broaden the skills set that the Board has to draw upon. Among others, new Trustees with skills in fundraising, charity law and human resources would be particularly welcome. If such skills can be found from amongst the parents of users of the charity's services, it would be particularly helpful. Potential Trustees will meet with existing Board Members and will attend at least 2 Trustee Meetings before being considered for appointment as Trustees.

Organisation

The Trustees of the charity are its Executive Committee. The members of the Executive Committee are elected from amongst the members of the charity at the Annual General Meeting and serve until the end of the Annual General Meeting next after the one at which they were elected. The Executive Committee can have between 5 and 20 members including a Chair, Secretary and Treasurer, and up to 4 members nominated by local statutory bodies. The Committee has the power to co-opt up to 2 additional members.

Trustee Induction and Training

The Trustees will continue in the coming year seek to develop an induction process for new members of the Board. This process would include the provision of Charity Commission documents about the responsibilities of Trustees,

copies of the charity's governing document, the latest Report and Accounts and induction into the work of the charity, its aims and objectives and the roles and responsibilities of members of the Board and key staff.

Risk Management

The trustees are fully aware of their duty to identify and review risks to which the charity is exposed. Reviewing the charity's principal risks and uncertainties is done informally at its regular monthly/six weekly meetings. In the last two years, the Trustees have become aware of the financial risks that the Charity might face. With the significant financial contribution received from Oxfordshire County Council, the Trustees are aware that there is a financial risk

19. Reference and Administrative Details

Registered Charity number: 1055914

Principal address: Tower Playbase, Maltfield Road, Northway, Oxford, Oxfordshire, OX3 9RG

Trustees: D M Wadsworth (Chair) - A Schuster – C Gillam (Treasurer) -
H Bohan (resigned – December 2020) - R Denson-Cleaver (appointed -
October 2020)

Key Management Personnel: Dan Norey (Executive Director)

20. Trustees' Responsibilities in Relation to the Financial Statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the income resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements; and
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its operations.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Approved by order of the Board of Trustees on: October 11 2021 and signed on behalf by:

D M Wadsworth – Trustee (Chair)

Independent Examiner's Report to the Trustees of The Parasol Project

I report to the charity trustees on my examination of the accounts of the charity for the year ended March 31 2021 which are set out on pages 20 to 27.

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 charity's accounts carried out under section 145 of the 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales.

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 charity 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.

D Pluck FCA
Chartered Accountant
October 12 2021

Wenn Townsend
30 St Giles
Oxford OX1 3LE

THE PARASOL PROJECT
Statement of Financial Activities
for the year ended March 31
2021

	Note	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
		2021 £	2021 £	2021 £	2020 £	2020 £	2020 £
Income							
Donations and Legacies	2	141,042	187,749	328,791	20,616	199,401	220,017
Charitable Activities		3,615	12,311	15,926	69,111	-	69,111
Investment income	3	-	-	-	4,473	-	4,473
Other		4,000	-	4,000	999	-	999
Total		148,657	200,060	348,717	95,199	199,401	294,600
Expenditure							
Cost of Raising Funds	5	17,772	-	17,772	21,605	-	21,605
Expenditure on Charitable Activities	6 & 7	42,738	203,978	246,716	117,369	191,984	309,353
Total		60,510	203,978	264,488	138,974	191,984	330,958
Net Income/(Expenditure)		88,147	(3,918)	84,229	(43,775)	7,417	(36,358)
Transfer Between Funds		-	-	-	-	-	-
Net Movement in Funds		88,147	(3,918)	84,229	(43,775)	7,417	(36,358)
Reconciliation of Funds:							
Total Funds Brought Forward		(9,007)	51,376	42,369	34,768	43,959	78,727
Total Funds Carried Forward	13 & 14	£79,140	£47,458	£126,598	(£9,007)	£51,376	£42,369

THE PARASOL PROJECT
Balance Sheet as at March 31 2021

	Note	2021 £	2020 £
Fixed Assets			
Tangible Fixed Assets	10	20,213	25,863
Current Assets			
Debtors and Prepayments	11	3,095	4,700
Funds on Deposit		51,000	1,000
Cash at Bank and in Hand		59,648	25,867
		<u>113,743</u>	<u>31,567</u>
Less: Current Liabilities			
Amounts falling due within a year	12	<u>(7,358)</u>	<u>(15,061)</u>
Net Current Assets		<u>106,385</u>	<u>16,506</u>
Total Assets less Current Liabilities		<u>126,598</u>	<u>42,369</u>
Accruals and Deferred Income		-	-
Net Assets		<u><u>£126,598</u></u>	<u><u>£42,369</u></u>
The Funds of the Charity:			
Restricted Income Funds	13	47,458	51,376
Unrestricted Income Funds	14	79,140	(9,007)
		<u><u>£126,598</u></u>	<u><u>£42,369</u></u>

The financial statements on pages 20 to 27 were approved by the Trustees on October 11 2021 and signed on their behalf by:

Dan Wadsworth
Chair of the Board

The accounting policies and notes on pages 22 to 27 form part of the financial statements

THE PARASOL PROJECT

Notes forming part of the financial statements for the Period ended March 31 2021

1 Accounting Policies

(a) Accounting Basis

The financial statements 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) issued on October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102 and the Charities Act 2011).

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

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

(b) Depreciation

All assets costing more than £1,000 are capitalised and valued at historical cost. From April 1 2019 the cost of fixed assets are being written off using the straight line method of depreciation, a change from the previously utilised reducing balance method. The rates of depreciation are:

Office equipment and fittings	25% per annum
Plant and Machinery	25% per annum
Sensory Room Equipment	25% per annum
Leasehold Improvements	10% per annum

(c) Income Recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations and grants are recognised when the charity has been notified of both the amount and settlement date.

Legacies are recognised on a case by case basis following the grant of probate and when the administrator/executor for the estate has communicated in writing both the amount and settlement date.

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

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. The allocation of support and governance costs is analysed in note 6.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(f) Cost of Raising Funds

The cost of generating funds consists of staff costs, subscriptions to on-line fundraising sites, fundraising advertising and associated costs.

(g) Charitable Activities

The cost of charitable activities includes governance costs and an apportionment of support costs as shown in note 7.

(h) Volunteer Time

The value of services donated by volunteers is not reflected in the accounts.

(i) Taxation

The Trust is a registered charity. It is not, therefore, liable for tax on income derived from its charitable activities.

(j) Fund Accounting**Unrestricted Income Funds**

Unrestricted Funds are funds which the trustees are free to use for any purpose in furtherance of the charitable objects. These comprise a general fund plus designated funds set aside out of unrestricted funds by the Trustees to provide for planned projects and other known contingencies.

Restricted Income Funds

These are funds which are to be used in accordance with specific restrictions imposed by the donor.

Further details of each fund are disclosed in notes 14 and 15.

(l) Pensions

The Charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are written off against income in the year they are payable.

2 Donations and Legacies

	March 31 2021 £	2020 £
Local Authority Grants	164,327	125,436
Coronavirus Job Retention Grant	29,018	-
Other Grants	84,683	75,601
Small Grants and Donations (Including Gift Aid)	50,763	18,980
Total	328,791	220,017

3 Investment Income

All of the Charity's investment income of £Nil (2020 - £4,473) arises from renting out space at Tower Playbase.

4 Net Outgoing Resources

This is stated after charging:

	March 31 2021 £	2020 £
Depreciation	5,650	1,891
Independent Examiner's Fees	3,036	1,500

5 Cost of Raising Funds

	Unrestricted Funds £	Restricted Funds £	Total March 31 2021 £	2020 £
Staff	8,424	-	8,424	9,652
Fundraising Admin Fees	216	-	216	216
Fundraising Consultant	9,132	-	9,132	11,737
	17,772	-	17,772	21,605

6 Analysis of Governance and Support Costs

The Charity identifies the costs of its support functions and of its governance function. Having identified its governance costs, the support and governance costs are apportioned between the main charitable activities undertaken (see Note 7) in the year. The table below shows the basis for apportionment and the analysis of support and governance costs.

	General Support £	Governance £	Total £	Basis of Apportionment
Equipment and Other Asset Costs	5,650	-	5,650)
Building and Accommodation Costs	24,677	-	24,677) Allocated as a %
Office Costs	11,011	-	11,011) Based on Project
Salaries, Teacher Fees & Consultants	32,177	3,369	35,546) Salary Costs
Other Staff Costs	1,732	-	1,732)
Independent Examination	-	3,036	3,036	Governance
	75,247	6,405	81,652	

7 Charitable Expenditure Analysis

	Total £	Choice Days £	Playbase £	Volunteer Project £	Dance £	Youth £	Parasol Plus £	Non- Contact Project £	Govern- ance £
Salary Costs	126,500	39,130	46,598	22,046	240	356	-	14,761	3,369
Choice Day Expenses	29,225	24,040	-	-	-	-	-	-	-
Non-Contact Project Expense	10,055	-	-	-	-	-	-	10,055	-
Parasol Plus Expenses	995	-	-	-	-	-	995	-	-
Playbase Expenses	2,510	-	2,510	-	-	-	-	-	-
Teen Dance Expenses	3,086	-	-	-	3,086	-	-	-	-
Teen Youth Group Expenses	151	-	-	-	-	151	-	-	-
Volunteer Project	1,067	-	-	1,067	-	-	-	-	-
Volunteer Training	29	-	-	29	-	-	-	-	-
Independent Examination	3,036	-	-	-	-	-	-	-	3,036
Support Costs	75,247	23,913	28,477	13,473	147	217	-	9,020	-
	246,716	87,083	77,585	36,615	3,473	724	995	33,836	6,405

Expenditure on charitable activities was £248,716 (2020 - £309,569) of which £42,738 (2020 - £117,585) was unrestricted and £203,978 (2020 - £191,984) was restricted.

8 Governance Costs

	Unrestricted Funds	Restricted Funds	Total March 31 2021	2020
	£	£	£	£
Staff	3,369	-	3,369	3,319
Independent Examiner's Fees	3,036	-	3,036	1,500
	6,405	-	6,405	4,819

9 Total Resources Expended

	Staff Costs	Other Costs	Total March 31 2021	2020
	£	£	£	£
Charitable Activities	158,362	88,354	246,716	309,353
Cost of Generating Funds	8,424	9,348	17,772	21,605
	166,786	97,702	264,488	330,958

	March 31 2021	2020
	£	£
Staff Costs Comprise:-		
Salaries Staff	153,887	197,783
Social Security Costs	9,722	11,872
Pension Costs	3,177	3,882
	166,786	213,537

The average number of staff during the period was 4 (2020 - 5) full time. 33 (2020 - 56) part time and sessional workers have supported the charity's holiday activities and weekly youth and dance groups. No employees received emoluments of more than £60,000 per annum (2020 - None).

The total remuneration of the key management personnel - the Executive Director - including employer's National Insurance and Pension contributions was £33,695 (2020 - £33,193).

10 Tangible Fixed Assets

	Leasehold Improvements	Sensory Rm Equipment	Plant and Machinery	Fixtures & Fittings	Total
	£	£	£	£	£
<u>Cost</u>					
As at April 1 2020	8,592	16,609	15,134	2,060	42,395
Additions in the Year	-	-	-	-	-
As at March 31 2021	8,592	16,609	15,134	2,060	42,395
<u>Depreciation</u>					
As at April 1 2020	215	1,038	13,500	1,779	16,532
Provision in the Year	859	4,152	545	94	5,650
As at March 31 2021	1,074	5,190	14,045	1,873	22,182
Net Book Value at March 31 2021	7,518	11,419	1,089	187	20,213
Net Book Value at March 31 2020	8,377	15,571	1,634	281	25,863

11 Debtors and Prepayments

	March 31 2021 £	2020
Activity Fees Receivable	2,234	4,700
Other Debtors	861	-
	<u>3,095</u>	<u>4,700</u>

12 Creditors: Amounts Falling due Within One Year

	March 31 2021 £	2020
Tax, National Insurance & Pensions	569	3,526
Independent Examiner's Fees	2,000	1,500
Consultancy	4,500	3,084
Accruals and Accounts Payable	34	6,951
Fees Paid in Advance	255	-
	<u>7,358</u>	<u>15,061</u>

13 Restricted Funds

	Balance at April 1 2020	Income in the Year	Expenditure in the Year	Balance March 31 2021
		£	£	£
Volunteer Project	12,100	26,325	(23,143)	15,282
Building and Sensory Room	32,956	1,200	(22,637)	11,519
Holiday Activities	-	138,502	(138,026)	476
Teenage Services	-	11,050	-	11,050
Evaluation	-	1,880	-	1,880
Parasol United	4,000	-	-	4,000
Non-Contact Pandemic Programme	2,320	21,103	(20,172)	3,251
	<u>51,376</u>	<u>200,060</u>	<u>(203,978)</u>	<u>47,458</u>

Comparatives for Previous Year

	Balance at April 1 2019 £	Income in the Year £	Expenditure in the Year £	Balance March 31 2020 £
Volunteer Project	9,750	32,201	(29,851)	12,100
Building and Sensory Room	34,209	4,581	(5,834)	32,956
Holiday Activities	-	116,526	(116,526)	-
Teenage Services	-	16,903	(16,903)	-
Parasol Plus	-	22,835	(22,835)	-
Parasol United	-	4,000	-	4,000
Non-Contact Pandemic Program	-	2,355	(35)	2,320
	<u>43,959</u>	<u>199,401</u>	<u>(191,984)</u>	<u>51,376</u>

Represented by:

	Fixed Assets £	Cash at Bank £	Total £
Balance at March 31 2021	<u>20,213</u>	<u>27,245</u>	<u>47,458</u>
Balance at March 31 2020	<u>25,863</u>	<u>25,513</u>	<u>51,376</u>

The Volunteer Project trains and provides opportunities for young people who have used the services of Parasol to take on more responsibility by volunteering during activity programmes run by the charity. The Building and Sensory Room project fund has been used to build a sensory room at Tower Playbase and to make other improvements to the internal structure and décor of the building. Holiday Activity Fund supports the primary activity of providing holiday programmes for children and teenagers in the school holidays. The Teenage Services fund supports the teenage residential holiday during the Summer and the weekly youth group. Parasol Plus is a developing project at which we continue working with those too old to access the main holiday activities, providing opportunities to develop employment and social skills. Parasol United is funding that will be used to develop the soccer skills of Parasol teens. Non-Contact Pandemic Programme funding has been used to develop ways of providing ongoing contact and activities for children and young people who are at home during the Coronavirus lockdown. Evaluation is funding set aside for conducting an evaluation of the charity's services.

14 Unrestricted Income Funds

	March 31 2021	2020
	£	£
Balance at April 1 2020	(9,007)	34,768
Incoming Resources	148,657	95,199
Expenditure	(60,510)	(138,974)
Balances at March 31 2021	<u>79,140</u>	<u>(9,007)</u>
Represented by:		
Current Assets	86,498	6,054
Creditors and Deferred Income	(7,358)	(15,061)
	<u>79,140</u>	<u>(9,007)</u>

15 Financial Commitments

As at March 31 2021 (2020 - Nil) there are no annual commitments under non-cancellable leases.

16 Trustee's Remuneration

No Trustee (2020 - Nil) received or waived any emoluments during the year.
No out of pocket expenses (2020 - Nil) were reimbursed to Trustees in the year .