

**BERKSHIRE AUTISTIC SOCIETY  
(A COMPANY LIMITED BY GUARANTEE)  
REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED MARCH 2021**

**BERKSHIRE AUTISTIC SOCIETY**

**ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2021**

**CHARITY REGISTRATION No: 1076217  
COMPANY REGISTRATION No: 3750656**

**Tim D Miller MA ACMA CGMA  
105 Redhatch Drive,  
Earley,  
Reading,  
RG6 5QN**

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**CONTENTS**

Pages	2 - 8	Report of the Directors
Page	9	Independent Examiner's report
Page	10	Statement of Financial Activities
Page	11	Balance Sheet
Pages	12 -13	Notes to the Financial Statements

**BERKSHIRE AUTISTIC SOCIETY  
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**LEGAL AND ADMINISTRATIVE INFORMATION**

CHARITY NUMBER	1076217
COMPANY REGISTRATION NUMBER	3750656
START OF FINANCIAL YEAR	1 APRIL 2020
END OF FINANCIAL YEAR	31 MARCH 2021
DIRECTORS AT YEAR END	Richard Flemming Chair Sandra Stubbs Margaret Collum Adam Bermange Treasurer Connor O'Connor
REGISTERED ADDRESS	40 Caversham Road Reading, RG1 7EB
DATE OF INCORPORATION	12 April 1999
GOVERNING DOCUMENT	Memorandum and Articles of Association
BANKERS	CAF Bank 25 Kings Hill Avenue, Kings Hill, West Malling Kent, ME19 4JQ
INDEPENDENT EXAMINER	Tim D Miller MA ACMA CGMA 105 Redhatch Drive, Earley, Reading, RG6 5QN
OBJECTS	The relief of school age and pre-school age children and adults suffering from autism, autistic-related problems and challenging behaviour, resident in Berkshire.

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**Structure, Governance and Management:**

The Berkshire Autistic Society (Autism Berkshire) is a registered charity and a company limited by guarantee, both under the name of Berkshire Autistic Society, working name Autism Berkshire. Our office is located at 40 Caversham Road, Reading, Berkshire, RG1 7EB. The governing documents are Memorandum and Articles of Association incorporated on 12/04/1999 and amended by special resolution dated 13/10/2015, to update our articles to the 2012 model articles published by the Charity Commission.

During the year we had one full-time member of staff and 18 part-time members of staff and 6 regular volunteers. All staff, both paid and volunteers, receive appropriate induction training and ongoing refresher training as required.

We are well supported in our work by our Trustees, staff and volunteers, some of whom have personal experience of living with a person with autism. Volunteers undertake a wide variety of activities, including regular work in the office, fundraising, helping at events and attending meetings of area forums and partnership boards in local authority areas across Berkshire on behalf of the society.

**Objectives and Activities:**

Our mission is to help and support anyone living with autism in Berkshire. We aim to enhance the current provision of services and support, with the purpose of improving the quality of life of people with autism and giving them maximum independence.

We do this by:

- Providing information and advice through a helpline, events, workshops, outreach, publications and newsletters;
- Running accessible youth groups, trampolining and adult social groups;
- Providing autism-specific training and support;
- Working with education, health, emergency and employment services and the six main local authorities in Berkshire to deliver autism-appropriate services;
- Raising awareness in the wider community to promote greater understanding of autism.

We are frequently consulted by Local Authorities and the NHS about autism services within the county.

We support children, young people and adults and their parents and carers, from when concerns are initially raised, to when they are placed on the waiting list for an autism assessment, after diagnosis, and life beyond. You do not need a formal diagnosis of autism to be supported by Autism Berkshire.

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**Achievements and Performance:**

2020-21 proved to be among the most challenging in the 30 years since the formation of the society in 1990. The coronavirus pandemic drove a radical rethink of how advice and support services could be delivered, while changes in NHS autism support arrangements in Berkshire meant a reshaping of Autism Berkshire's operations.

Reacting to the initial lockdown in March 2020, the charity, quickly began to develop alternative ways of working to maintain support services. Home working became the norm for most staff, while others were placed on furlough.

The Benefits Service switched to online video appointments with clients from the first week of April, and extra pages were added to the website to outline what advice and support was available from the charity, plus links to information for parents and carers about other sources of support, help with home-schooling and leisure activities for children and families to enjoy at home.

Autism advice workshops and courses were quickly reshaped for online delivery using Zoom and Microsoft Teams, with a programme of online sessions for parents and carers launched in mid-April.

Autism Berkshire became the first organisation in the country approved by the National Autistic Society to deliver its Teen Life course for parents of 10 to 16-year-olds online. Autism Berkshire's Training and Family Support Lead Julia Cox, who had adapted the course, then advised other licensed trainers around the country who were making the move to online delivery.

A pleasing development was that many parents who joined online workshops said that it was the first time they had been able to attend, in part thanks to having greater control over their time through working from home.

During the year, the NAS EarlyBird Plus course for parents of children in primary school was added to the range of support available for parents and carers, along with new workshops about Food Refusal and Autism in Girls.

To help families struggling with the effects of the repeated coronavirus pandemic lockdowns, a new Wellbeing & Autism course was developed, supported by Reading Borough Council's New Directions community learning service. And a weekly online get-together for parents and carers, the Friday Lunch Break, proved popular after its launch in January.

The Bear With Me and 197 Club adult social groups switched to meeting online due to closures of their regular venues and social distancing rules, though numbers taking part were down on normal meetings, as many members found the online format difficult, but contact with them was maintained by email and phone.

A summer picnic for Bear With Me members hosted by Beech Lodge School, just outside Maidenhead, was the only face-to-face activity of 2020-21, though many members met Helen Harris and her son Scott, who co-ordinate the group, just before Christmas to collect seasonal goody bags.

Autistic adults were also able to benefit from online learning, with a Chop & Chat course to develop cooking and social skills delivered online in early 2021.

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Providing leisure activities for children and young people proved a challenge, with all activities suspended at the start of the pandemic. An exemption in Government guidance, allowing activities for disabled children later in 2020, allowed resumption of some trampolining sessions for children and young people, with the help of the coaching team at Bracknell Trampoline Centre but other activities remained suspended, pending a review of provision post-pandemic.

To help families of autistic and ADHD children to prepare for the return to school in September 2020 after several months of disrupted education, Autism Berkshire worked with other local and Berkshire's two NHS Clinical Commissioning Groups to create a leaflet featuring top tips to support children's self-esteem, boost social skills and re-establish routines.

The leaflet was designed by Eden Sinclair, an autistic graduate in graphic communication. She also designed an Autism Berkshire face covering exemption card, for autistic people who needed to show that they were covered by Government guidance allowing some disabled people go without a face mask in shops and on public transport during the pandemic.

Eden was also responsible creating a new look for the Berkshire Autism Alert Card, 10 years after its launch. The project was supported by a grant from the Thames Valley Police & Crime Commissioner's Office. Cardholders can now choose to share some information with about their autism and support needs, to help police and other emergency service staff to provide appropriate assistance when they are shown an alert card. The new design and a publicity campaign in conjunction with Thames Valley Police in early 2021 helped drive a surge in applications, with more than 200 issued in the first quarter of 2021, taking the number in use past 2,000 by the end of March.

With social distancing restrictions ruling out holding a public meeting, the charity's annual meeting was held online in November, with the spotlight on the Benefits Service, which helps autistic people and their families with applications for welfare benefits and offers advice and support for appeals. Demand for help from the service was lower than in the previous year, but clients received more than £150,000 in benefits and back payments during the period.

During the course of the year, Autism Berkshire took part in two tenders to deliver autism advice and support services for the families of children and young people on behalf of the East Berkshire and Berkshire West NHS Clinical Commissioning Groups, bidding in partnership with Parenting Special Children.

While the Berkshire West contract was secured, in East Berkshire a private contractor was awarded the work. After running some workshops on its behalf in the last quarter of 2020, it was decided to end this arrangement, reducing Autism Berkshire's activities in the Bracknell Forest, Slough and Windsor & Maidenhead council areas.

The Berkshire West Autism & ADHD Support Service was launched at the start of 2021, to help autistic children & young people and their families in Reading, Wokingham and West Berkshire. The service provides enhanced advice, workshops and courses to families of children & young people aged between 5 and 25 who have a diagnosis of autism and/or ADHD, or are on the Berkshire CAMHS waiting lists for assessment, building on the two charities' previous work on behalf of the CCG.

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Demand for support surged in the first quarter of 2021, in part due to the third coronavirus pandemic lockdown and associated school closures. During this period, Autism Berkshire's family support team had 998 individual contacts with families in the three council areas and assisted 40% more families during this period than in the first quarter of 2020, at a time when they were also delivering services in East Berkshire. Some autism advice workshops were run twice to meet the demand for places.

Community fundraising was hit hard by the pandemic, with many events cancelled, including the Reading and Bracknell Half-Marathons, which runners regularly use to raise funds for us in sponsorship.

However, staff at LEO Pharma UK & Ireland, based in Hurley, near Maidenhead, and at business telecoms company ComXo in Datchet, near Windsor, were among those who came up with ways to raise funds for us online and in the workplace during the year and a number of individual donations, large and small, were received, including £4,000 from the West Berkshire Crematorium in Thatcham.

Applications to local and national grant-making bodies for help from Covid emergency funding schemes, to fund both general expenditure and key projects, were successful. The charity also benefited from a Government grant scheme, as well as claiming Gift Aid proceeds linked to donations.

The family and friends of the late Nancy England, an assistant tutor on our community education courses who died at the start of 2020, donated more than £6,000 in her memory, which will be used to fund art and creative activities for autistic children during school holidays. Nancy was a teacher at schools in Maidenhead for many years.

The success of the changes to online working due to COVID 19 was recognised in March 2021, with the award of a National Census 2021 Purple Plaque to the charity's Chief Executive Officer, Jane Stanford-Beale, for her contribution to the community during the coronavirus pandemic.

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**Statement of Directors' Responsibilities:**

The directors are satisfied that for the year ended on 31 March 2021 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on page 9.

The directors are responsible for preparing the report and financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (Financial Reporting Standard 102 and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Berkshire Autistic Society is a public benefit entity.

Approved by the Directors on 03 September 2021

A handwritten signature in dark ink, appearing to read 'RAFlemming', with a long horizontal flourish extending to the right.

Signed on their behalf by Director and Chair of Trustees: Richard Flemming



## **Independent examiner's report to the trustees of 'Berkshire Autistic Society'**

I report on the accounts of the company for the year ended 31<sup>st</sup> March 2021, which are set out on pages 10 to 13.

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

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

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 you as 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 next statement.

### **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 386 of the Companies Act 2006 and;
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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



Name: Tim D Miller MA ACMA CGMA

Relevant professional qualification or body: Chartered Institute of Management Accountants

Address: 105 Redhatch Drive, Earley, Reading, RG6 5QN

14<sup>th</sup> September 2021

# BERKSHIRE AUTISTIC SOCIETY

## Statement of Financial Activities (including Income and Expenditure Account)

for the year ended 31 March 2021

	Notes	Unrestricted Funds	Restricted Funds	Total 2020/2021	Total 2019/2020
		£	£	£	£
<b>Incoming Resources</b>					
<b>Incoming Resources from Generated Funds</b>					
Grants		18,500	-	18,500	22,850
Govt - Small Business Grant		10,000	-	10,000	-
Govt - Coronavirus Job Retention Scheme		33,210	-	33,210	-
Membership subscriptions		7,576	-	7,576	7,441
Donations		15,174	7,112	22,286	20,903
Fundraising and Collections		3,702	-	3,702	16,642
Training Courses		-	-	-	1,220
Bank Interest		65	-	65	182
<b>Incoming Resources from Charitable Activities</b>	1	-	143,936	143,936	128,734
<b>Total Incoming Resources</b>		<b>88,227</b>	<b>151,048</b>	<b>239,275</b>	<b>197,972</b>
<b>Resources Expended</b>					
Fundraising Trading Costs		2,162	-	2,162	6,542
Charitable Activities	3a	83,718	151,048	234,766	238,495
Governance	3b	2,045	-	2,045	2,335
<b>Total Resources Expended</b>		<b>87,925</b>	<b>151,048</b>	<b>238,973</b>	<b>247,372</b>
<b>Net incoming/(outgoing) resources</b>		<b>302</b>	<b>-</b>	<b>302</b>	<b>(49,400)</b>
Total Funds Brought Forward		77,431	-	77,431	126,831
<b>Total funds Carried Forward</b>		<b>77,733</b>	<b>-</b>	<b>77,733</b>	<b>77,431</b>

# BERKSHIRE AUTISTIC SOCIETY

## Balance Sheet as at 31 March 2021

	Unrestricted Funds £	Restricted Funds £	31/03/2021 £	31/03/2020 £
<b>Current Assets</b>				
Debtors	0	1,000	1,000	1,275
Prepayments	0	0	0	2,609
Cash at Bank and in Hand	85,610	80,088	165,698	145,033
<b>Total Current Assets</b>	<b>85,610</b>	<b>81,088</b>	<b>166,698</b>	<b>148,917</b>
<b>Creditors: Amounts falling due within one year</b>				
Creditors	115	312	427	287
Accruals	5,107	6,554	11,661	32,525
HMRC PAYE/NI	2,655	-	2,655	3,152
Deferred Income <span style="float: right;">1</span>	-	74,222	74,222	35,522
<b>Total Current Liabilities</b>	<b>7,877</b>	<b>81,088</b>	<b>88,965</b>	<b>71,486</b>
<b>Total Assets less Current Liabilities</b>	<b>77,733</b>	<b>0</b>	<b>77,733</b>	<b>77,431</b>
<b>NET ASSETS</b>				
General Funds	77,733		77,733	77,431
Restricted Funds				
<b>Total Funds</b>	<b>77,733</b>	<b>0</b>	<b>77,733</b>	<b>77,431</b>

**Notes forming part of the financial statements  
for the Year Ended 31 March 2021**

		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2020/2021</b>	<b>Total 2019/2020</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>3</b>	<b>Resources Expended</b>				
<b>a)</b>	<b>Charitable Activities</b>				
	Payroll Costs	2 98,534	75,250	173,785	157,400
	Sub-Contracted Providers	660	13,144	13,804	19,958
	Venue Hire	183	1,820	2,003	9,910
	Refreshment Costs	-	-	-	1,836
	Travel	34	240	274	7,700
	Leaflets & Promotional Materials	774	3,648	4,422	3,467
	Other Activity Costs	0	1,514	1,514	1,834
	Premises	20,055	-	20,055	23,070
	Insurance	1,638	-	1,638	1,563
	Telephone	433	132	565	762
	Printing, Postage, Stationery	1,401	408	1,809	3,064
	IT & Web Services	4,390	1,086	5,476	2,792
	Small Fixtures Replacement	289	5,250	5,539	636
	DBS Fees	-	50	50	328
	Staff Recruitment & Training	2,849	147	2,996	3,400
	Subscriptions & Licenses	195	-	195	80
	Bank & Fundraising Collection Fees	641	-	641	695
	Overhead allocation	(48,358)	48,358	-	-
		<b>83,718</b>	<b>151,048</b>	<b>234,766</b>	<b>238,495</b>
<b>b)</b>	<b>Governance Costs</b>				
	Legal fees	300	-	300	-
	Governance Costs	745	-	745	1,335
	Independent Examiners Fee	1,000	-	1,000	1,000
		<b>2,045</b>	<b>-</b>	<b>2,045</b>	<b>2,335</b>

## 1 Incoming Resources from Charitable Activities (Restricted)

	2020/2021	2019/2020
	£	£
Deferred Income brought forward @ 1st April, 2020	35,522	6,038
Income Received	182,636	158,218
Deferred Income carried forward @ 31st March, 20:	74,222	35,522
Income Released to Income & Expenditure	<u>143,936</u>	<u>128,734</u>

We also gratefully acknowledge grants or donations over £250 from the following sponsors:-

<i>Albert Hunt Trust</i>	<i>Paypal Giving Fund</i>
<i>Austin &amp; Hope Pilkington Trust</i>	<i>Peter Baker Foundation</i>
<i>BBC Children in Need</i>	<i>Postcode Community Trust</i>
<i>Berkshire Community Foundation</i>	<i>Reading Borough Council - ACLF</i>
<i>Bracknell Town Council</i>	<i>Reading St Laurence Church Charities</i>
<i>British Science Association</i>	<i>Reading Voluntary Action - Vaccine Support Grant</i>
<i>Charities Aid Foundation</i>	<i>Richard Flemming</i>
<i>Co-op Local Community Fund</i>	<i>Rory Smyth</i>
<i>Crowthorne Parish Council</i>	<i>Royal Borough of Windsor &amp; Maidenhead</i>
<i>Gerald Palmer Eling Trust</i>	<i>RVA/Berks West NHS CCG - Community Grants - BAMER</i>
<i>Henry Smith Charity</i>	<i>Sir Jules Thorn Trust - Ann Rylands Grants</i>
	<i>Slough Council for Voluntary Service - SPACE</i>
	<i>Sylvia Waddilove Foundation</i>
<i>LEO Pharma UK. Maidenhead</i>	<i>Tesco Bags of Help</i>
<i>Louis Baylis Charitable Trust (Maidenhead Advertise TK Maxx</i>	
<i>Matthew Wells - In Memoriam</i>	<i>Waitrose</i>
<i>Morrison's Foundation</i>	<i>West Berkshire Council - Community Learning Fund</i>
<i>Nancy England - In Memoriam</i>	<i>West Berkshire Crematorium</i>
<i>National Lottery Community Fund Covid grant</i>	<i>William Grant &amp; Sons</i>
<i>Nicola Tanner</i>	<i>Wokingham Without Parish Council</i>

## 2 Staff Costs and Numbers

	2020/2021	2019/2020
	£	£
Gross Salaries and Wages	161,961	150,589
Employers' National Insurance Costs	7,953	6,441
Redundancy Costs	1,054	-
Pension Contributions	2,817	2,198
	<u>173,784</u>	<u>159,228</u>
Allocated to Fund Raising	0	(1,828)
	<u>173,785</u>	<u>157,400</u>

Average full time equivalent of employees engaged:

	2020/2021	2019/2020
Activities in furtherance of organisation's objects	4.72	5.35

No employees received emoluments in excess of £60,000. Staff are paid through the PAYE system.