

LEEDS WEEKEND CARE ASSOCIATION

England & Wales · Charity number 1077162

Details

Status Registered

Legal form Charitable company

Company number [03827833](#)

Registered 1999-08-25

Register [View on the Charity Commission register](#)

Contact

Address 4 Gledhow Mount Mansions
Roxholme Grove
Leeds
LS7 4JJ

Phone 01132165133

Email office@lwca.co.uk

Website www.lwca.co.uk

Activities

Objects: THE CARE, WELFARE, TREATMENT, EDUCATION AND ADVANCEMENT OF PERSONS WITH ANY FORM OF CEREBRAL PALSY OR OTHER DISABILITY, THEIR FAMILIES AND CARERS

Activities: Short breaks for children with disabilities, offered through two different projects. Include a weekend playscheme, and out-and-about teenage group, Both projects offer a safe and well- staffed environment where our service-users develop and have fun.

Classification

- **How:** Provides Services
- **What:** Disability
- **Who:** Children/young People, People With Disabilities

Geography

- Leeds City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£226,060	£234,371	-	-
2024-03-31	£247,575	£214,238	-	-
2023-03-31	£216,336	£189,935	-	-
2022-03-31	£232,417	£181,208	-	-
2021-03-31	£210,979	£167,641	-	-

Trustees

Name	Role	Appointed
Richard Hewson	Chair	2019-05-01
Adam Barclay		2021-11-16
Caroline Bond		2014-07-15
David John Bossingham		2018-11-20
Ellie Brown		2021-10-19
Georgina Nijjar		2019-05-01
Isabelle Nijjar		2024-11-18

LEEDS WEEKEND CARE ASSOCIATION

England & Wales - Charity number 1077162

Accounts

Annual Report

1st April 2024 – 31st March 2025

Leeds Weekend Care Association

Registered Charity Number - 1077162

Company Limited by Guarantee Number – 3827833

Suite 4, Gledhow Mount Mansion, 32 Roxholme Grove, Leeds LS7 4JJ

☎ 07506 722 495 / 07508 240 555

✉ Office@lwca.co.uk



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Our Mission

To make a positive difference to the lives of disabled children and teenagers in Leeds

Our Purpose is:

- To deliver safe, fun, exciting, inclusive activities, and environments
- To encourage friendship, independence, exploration and understanding
- To provide a much-needed break for parents and caregivers
- To recruit, retain and train enthusiastic, energetic, and experienced staff
- To advocate for those whose voice is often ignored or not heard.
- To build a community that welcomes and celebrates difference.

Our Guiding Principles are:

- To improve the lives of families with disabled children and young people.
- To recognise and understand the needs of parents and carers and to work closely with them in shaping and delivering our services.
- To encourage a positive approach to children and young people with disabilities on our projects and in the wider community.
- To promote the recognition of young people with disabilities as important and integral members of society.
- To provide equality of provision and access to service users regardless of disability, gender reassignment, race, religion or belief, sex, and sexual orientation.
- To provide a positive, developmental environment for all our staff.

Our Values are:

- **Fun** - We believe that having fun and making friends is fundamental to a person's happiness. Fun is a release. It provides freedom, enjoyment, fulfilment and connection.
- **High Quality** - We provide safe, creative, exciting, collaborative spaces/experiences for our children, staff and volunteers. We always strive to be, and do, better.
- **Inclusive** - We support, value and respect each other. Shared values and goals help everyone reach their full potential.
- **A Can-Do Attitude** - We focus on what our children, staff and volunteers can do. By recognising and celebrating achievements, big and small, we empower individuals and our community.
- **Honesty** - We take responsibility for our successes and failures. We are open to what is possible, not afraid to fail, and we learn quickly.

Chair's Report to AGM



I have to start my 24/25 report with highlighting the success of our relocation to The Vinery Centre which took place during this reporting period. The buildings facilities, and the welcome we received from Leeds Mencap, have meant our service users and staff are now truly settled here. I wish to place on record my personal thanks to Liz Sunderland for all her hard work and perseverance in securing the location, and for managing the move seamlessly.

With an increase in the number of children and young people requiring 1:1 supervision using our services, we continue to strengthen our hardworking and dedicated team of staff and volunteers, and on behalf of my fellow trustees I would like to thank them for all that they do.

I would particularly like to say Well Done and Congratulations to Chantelle Pearce on her upcoming 20 years of service this May.

We do currently have space on our volunteering programme, so if you or anyone you know are interested in more information on this rewarding role, please get in touch.

Our Management Committee has continued to meet once every two months either in person or online, and this year we have welcomed Izzy Nijjar as a new trustee though sadly we had to say goodbye to Marianne Hewitt and Hafsa Sharif. My thanks as Chair go to both Marianne and Hafsa for their input while as a Trustee and to my fellow trustees for the time they give to the role, all done on a voluntary basis.

As with all charities, we have seen the effects of increased costs and reduced income this year, however being mindful of the financial pressures on families, the Management Committee agreed to keep the costs of using our services the same for the financial year. We continue to be supported financially through our existing contract with Leeds City Council and are awaiting the tender documentation for the new contract expected shortly.

Our role is to ensure that LWCA can create and deliver good, social, safe experiences for the children, young adults and families who use our schemes.

My final thanks go to all the children, young people and their families who currently use our services. Whether it is as part of our Weekenders Club, Out and About, or Teen Scene, here's to another year of play, fun and interactive sessions that we all enjoy!

A handwritten signature in black ink, appearing to read 'R. Hewson', followed by a horizontal line.

Richard Hewson
Chair of Trustees



MEET THE TEAM

Executive Management Committee

Management Committee Members during the year 1st April 2024 - 31 March 2025.
We have a minimum of six meetings per year plus our AGM in July. These are held via virtual meetings or at our office of the Leeds Weekend Care Association.

Richard Hewson	Chair	
David Bossingham	Treasurer	
Georgina Nijjar	Secretary	
Caroline Bond	Trustee	
Ellie Brown	Trustee	
Adam Barclay	Trustee	
Isabelle Nijjar	Trustee	JOINED AS A NEW TRUSTEE 18/11/2024
Marianne Hewitt	Trustee	RESIGNED 15/07/2024
Hafsa Sharif	Trustee	RESIGNED 22/07/2024

Office Staff

Liz Sunderland	Service Manager
Lisa Sheader	Office Manager
Liz Colbeck	Office Assistant

Scheme Staff

Chantelle Pearce	Senior Play Leader
Lorraine Dempsey	Deputy Play Leader
Caroline Grayson	Deputy Play Leader
Caragh McHugh	Deputy Play Leader

SERVICE MANAGER'S REPORT TO AGM



Our Projects

Weekenders Club is a Saturday play scheme for children and young people aged between 5 and 17 years old, living in Leeds, who have inclusive needs. Our eligibility criteria includes children from a broad spectrum of additional needs including those with complex care needs for which our experienced staff team undergo specific medical training. Social workers or lead professionals make referrals to our service on a young person's behalf, although

we also accept referrals directly from families.

Each child/young person attends one session each month. Morning sessions run from 9.30 a.m. until 12.30 p.m.; afternoon sessions run from 1.30 p.m. until 4.30 p.m. We operate from The Vinery Centre, Vinery Terrace, Leeds 6. This is an ideal venue where we can accommodate children and young people with physical difficulties as the centre has an inclusive environment including ramps, hoists, a personal care suite and wheelchair-accessible spaces, both indoors and outdoors. This idyllic community space offers our youngsters a state-of-the-art sensory room, soft play area (with cargo nets, slide and ball pool), a safe outside play area and 3 activity rooms.

It is important that our children spend energy indoors and outdoors during the time they are with us, as well as have the opportunity to play on equipment they may not have access to at home such as bikes and go carts. We like them to go back to their families - tired and happy! Our creative team manage to make each session different; based loosely on weekly themes, we encourage all the children to get involved whether that's crafting, baking or playing games; but it's the spirit which makes Weekenders Club fun.

Teen Scene Teen Scene runs under the umbrella of Weekenders Club but has a group all of its own for teenagers under 18 years old. It's a great way to meet up with friends and embark on group activities with a little more independence. Often, we have young people who move on from Teen Scene and 'graduate' to the Out and About Project when they feel they have grown out of a play scheme environment and are ready for more age-appropriate activities in the community with their peers.

Each session runs with 15 young people, most of whom are allocated their own 'key worker' to facilitate them to access all the equipment and resources. Weekend breaks are in high demand and there is a waiting list for Weekenders Club.

The Out and About Project is for teenagers between the ages of 14 and 17, to go out together with our staff. Youngsters are facilitated to take part in activities which teenagers typically enjoy. We aim for about 64 outings in the year.

Reflection

My role as Manager since 2006—and before that, as a parent who relied on this service for my autistic son when he was just eight—has given me both lived and professional insight into how essential support services are for families of children with additional needs. I am proud to lead a team who meet new challenges each year with compassion, creativity, and dedication, and who find real reward in the difference they make.

The challenges we face tend to fall into three key areas: **staffing**, **venue**, and **finance**. Each brings its own pressures, but also opportunities for us to adapt, advocate, and improve the support we offer.

Venue

Since moving to The Vinery Centre in June 2024, we've come to feel truly at home. Our new hosts, Leeds Mencap, have been incredibly welcoming and supportive, and the partnership has quickly become more than just a shared space. We're already seeing the benefits of pooling resources, sharing training opportunities, and working together in ways that enhance both efficiency and quality. Perhaps most valuable is the sense of collaboration—exchanging ideas, seeking each other's perspectives, and building a stronger network around the families we support.

Staffing

We are continually working to strengthen and support our staff team, who are at the very heart of what we do. Our volunteer programme (up to eight places) offers individuals hands-on experience and provides us with a valuable pathway for future recruitment. Many of our current staff began as volunteers, and we're proud to see them grow into confident, capable practitioners. This creates a core of experienced team members who guide and mentor newer staff, bringing stability, consistency, and a strong sense of shared purpose to the service.

Finance

Finance has been our greatest concern this year. As a small charity operating under significant financial pressure—and with underfunding from the Council—sustainability remains an ongoing challenge.

We continue to deliver our services within the specification and targets of a 2019 Council contract, which, after several extensions, is due to end in July 2025. However, during this time, the needs of our children and young people have changed significantly. At the beginning of the contract, around a third of our children required 1:1 supervision. That figure has now risen to 92%. To maintain the same number of places, we've had to increase staffing accordingly. Combined with annual wage increases and the rising cost of living, this model is no longer financially tenable without additional support.

We are currently awaiting an invitation to tender for a new contract from Leeds City Council, due to begin in August 2025.

Set against a backdrop of tightened Council budgets and increasing financial strain on families, this has not been an easy year. We made the decision to freeze fees for families and instead have relied on the skill and determination of our freelance fundraiser, Sam Lambert, to help us bridge the gap.

We are mindful that the quality of our service must not be compromised, even during times of financial difficulty. Every three years, we commission an external audit to ensure that our provision is being delivered effectively and efficiently. The **Improving Quality** audit assesses our organisation under four key headings: **Accountable, Welcoming, Effective, and Sustainable**.

Our most recent audit was completed in Autumn 2024, and we are pleased to report that we passed. This is a rigorous process involving interviews with staff, trustees, volunteers, and families, as well as gathering feedback from the young people who attend. It also requires us to provide evidence-based proof of how we operate and deliver our service. While time-consuming, the audit offers valuable reassurance to families, commissioners, prospective donors, and everyone involved in our organisation. Most importantly, it reinforces our ongoing commitment to learning, reflection, and continuous improvement.

And finally, as ever, I want to extend my heartfelt thanks to everyone who plays a part in keeping our service running. To our colleagues at Leeds City Council—thank you for your continued support as we navigate complex needs and changing demands. To our board of trustees, especially our Chair, Richard Hewson—whose calm leadership, wise judgment, and staying power are invaluable. Our volunteers bring energy, openness, and heart to every session, and we're grateful for the future they represent. Behind the scenes, Lisa Sheader and Liz Colbeck provide a steady hand and sharp minds, ensuring things run smoothly—often in ways no one ever sees. And Chantelle Pearce, who has dedicated 19 years to this work, continues to bring consistency, insight, and care to every part of our service. To our staff team—you inspire me weekly. Watching you work with the children remains the highlight of my week. “Not least, I want to thank the families and children who use our provision: your trust in us is the foundation of everything we do.”



Liz Sunderland
Short Breaks Services Manager

DONATIONS AND FUNDRAISING 2024-2025

We are grateful for the support of the following who have given generously.

Donor	Description	Amount
Direct Giving		£674.00
Friends & Families		£216.00
PayPal Giving Fund		£36.84
Supported Giving	Donations Platform (linked to website)	£106.06
Trusts	Castania Trust	£2,000.00
Trusts	The Stubbs Family Charitable Trust	£250.00
Trusts	Happy Days Charity - purchased trip for OAP - Christmas Pantomime 23/12/24	£250.00
Trusts	The A M Fenton Trust	£3,000.00
Trusts	The Chandris Foundation	£500.00
Trusts	The Metis Trust	£1,000.00
Trusts	The Rehabilitation Trust	£50.00
Trusts	Happy Days Charity purchased trip for OAP - Stockeld Park Christmas Adventure 06/12/2024	£205.00
Trusts	The N Smith Charitable Settlement	£500.00
Trusts	The Fence Club Trust Fund - all materials to provide a day of craft and baking at the play scheme (£30) - a year-long place on the play scheme for one child whose family are in financial difficulty (£144) - dance and music therapy session (£250) - an event for the Out & About Project teenagers (£400)	£824.00
Trusts	The Sweet Pea Charity	£1,000.00
Trusts	The Cotton Industry War Memorial Trust	£3,000.00
Trusts	The Buckland Charitable Trust	£1,000.00
Trusts	The Barbara Shuttleworth Memorial Trust	£1,000.00
Trusts	George A Moore Foundation	£1,500.00
Trusts	The White Top Foundation	£1,000.00
Trusts	Sir George Martin Trust	£3,000.00
Trusts	W. L. Pratt Charitable Trust	£2,000.00
Trusts	True Colours Trust – for music therapy and dance sessions	£3,000.00
Trusts	The Serendipity Foundation Ltd	£100.00
Trusts	The Gordon Family Charitable Trust	£250.00
Trusts	Chadwick Charitable Trust	£500.00
Trusts	The Earl & Countess of Harewood Charitable Trust	£500.00
Trusts	The Street Foundation	£1,000.00
Trusts	The Manson Family Trust	£250.00
Trusts	The Ward Family Charitable Trust	£1,000.00
Trusts	The Kenneth Hargreaves Trust	£1,000.00
Trusts	The C Paul Thackray General Trust	£1,000.00
Virgin Money	Virgin Money Cashback	£68.01
TOTAL		£31,779.91

“Here we have captured some of our memorable moments from Weekender’s Club/Teen Scene throughout 2024-2025”



TESTIMONIALS

Some amazing feedback from families!

Weekenders Club / Teen Scene

“Brilliant centre and really nice staff. J always looks forward to coming.”

“What you guys do is great. We really appreciate it. Thank you.”

“Having Weekenders to look forward to every month is an absolute godsend. It allows my very overworked PA to have a weekend off and gives me some much-needed respite. Obviously twice monthly would be even more valuable and give the kids and the staff chance to get to know each other even more. I can't commend the staff and their child centred approach enough. Thank you.”

“Wish there were more respite sessions available in Leeds. Children get so much out of social time.”

“I think it's great that we are sometimes offered an extra session when there is one available. The sessions give us much-needed time to recharge our batteries. We love our child unconditionally, but a break helps us to cope with all the difficulties that come with looking after a child with additional needs. We are so grateful for the service Weekenders provides”

Out & About Project

“The staff are great, it's lovely that something like this is available for the children that they can spend nights out without parents, yet still in a safe environment.”

“I think the Out & About Project is fantastic, it's a shame we found it a bit too late. My son has had some amazing days/nights out and has done things we wouldn't normally do, he has come out of his shell.”

“Cannot speak any more highly of the group. B loves all the trips and has built good relationships with both the staff and the other young people.”

“I honestly think the club is amazing. It's run so well, the staff are brilliant, and E loves them all. Chantelle is a star!”



INFORMATION

Client Statistics – Weekenders & Teen Scene

1st April 2024– 31st March 2025

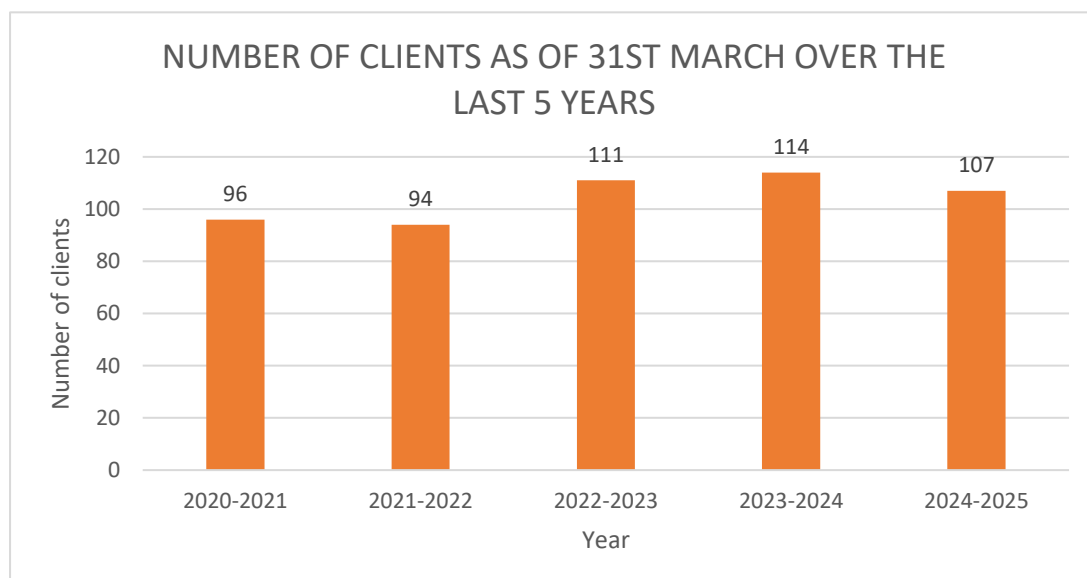
Total number of clients at Weekenders Club as at 31st March 2025: **107**

134 clients accessed the service during 2024-2025.

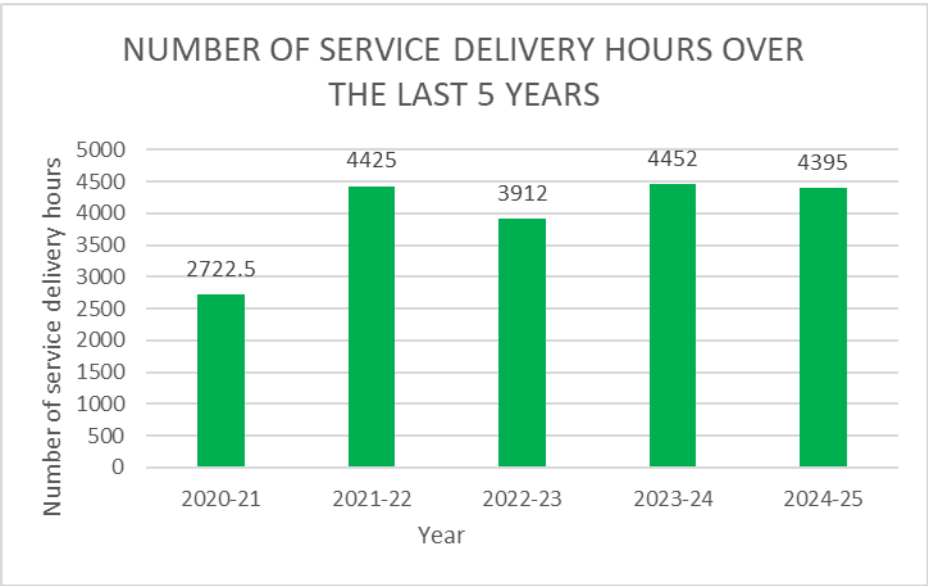
Number of new clients who joined the scheme during this year: **23**

Number of clients who left the scheme during this year: **27** - 2 of whom joined and left during the same financial period

The following chart shows a comparison for number of clients with the previous 4 years:



Between 1st April 2024 – 31st March 2025 Weekenders Club provided **4,395** hours of short breaks in total.

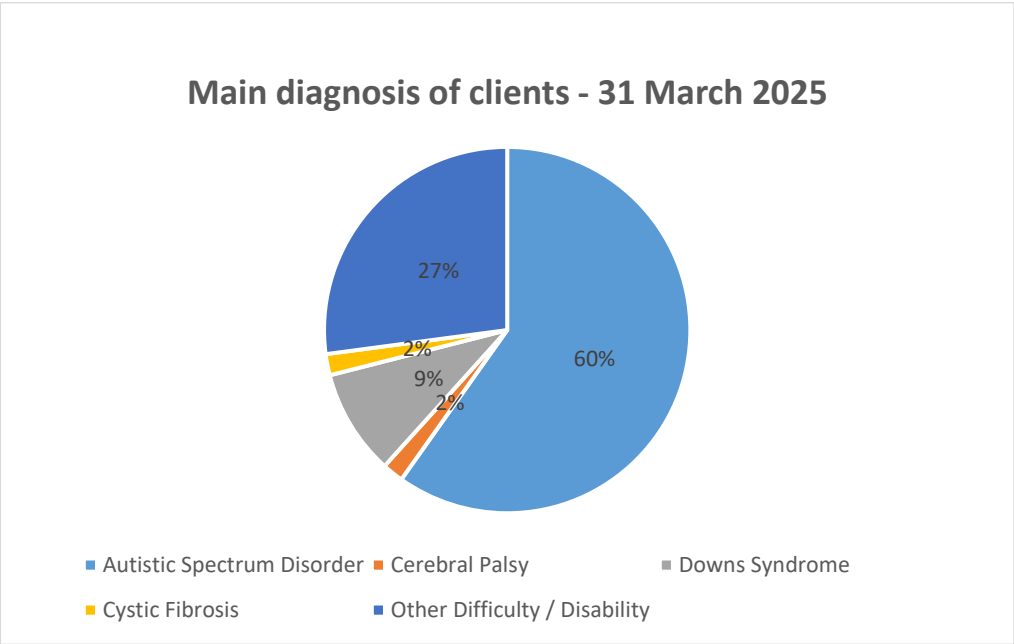


Waiting List

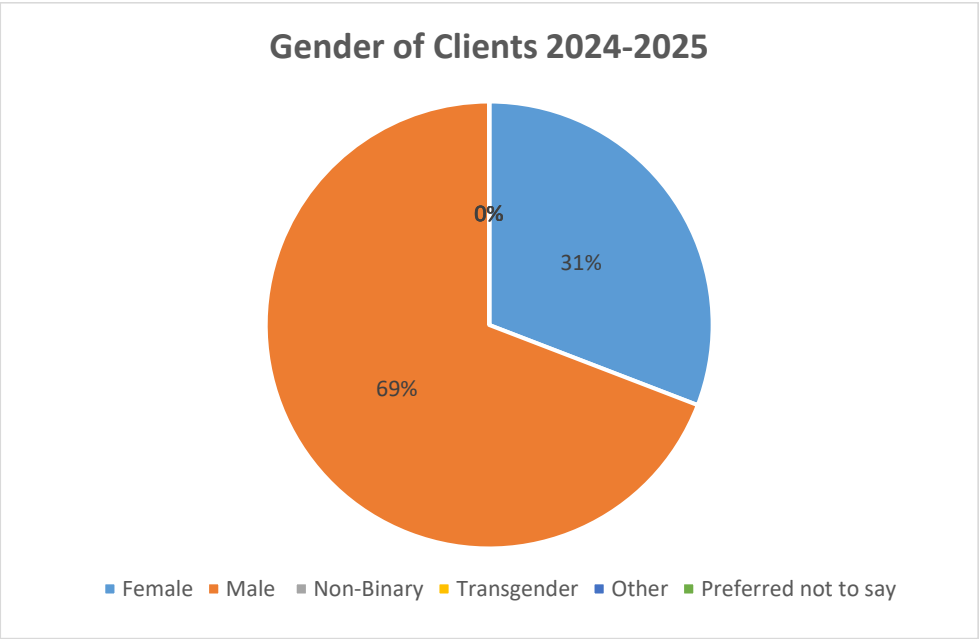
As of the 31st of March 2025, there were 41 clients on our waiting list and the demand has increased significantly. We aim to get back to maximum capacity of clients in 2025-2026 to reduce our waiting list.

Client Stats

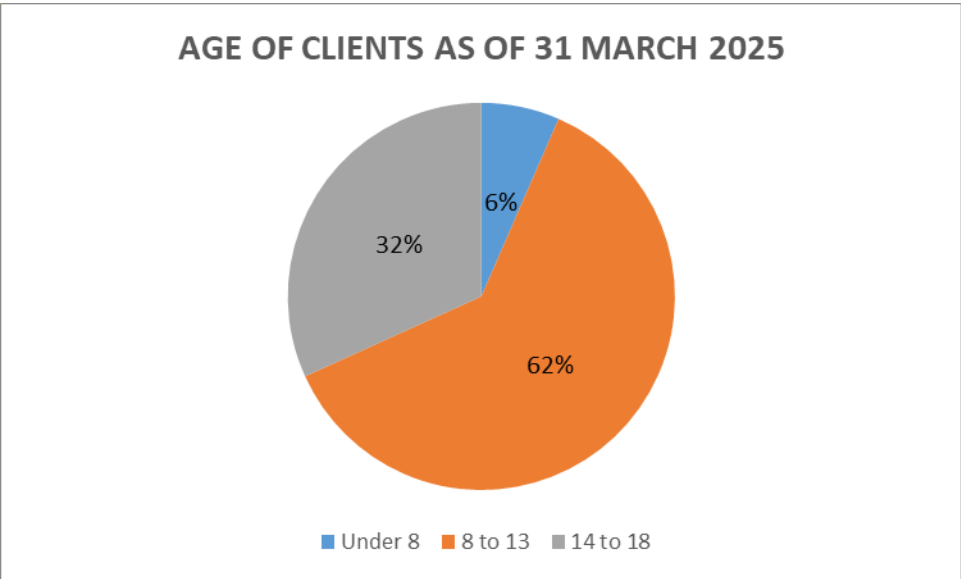
Main diagnosis of our clients at the end of March 2025



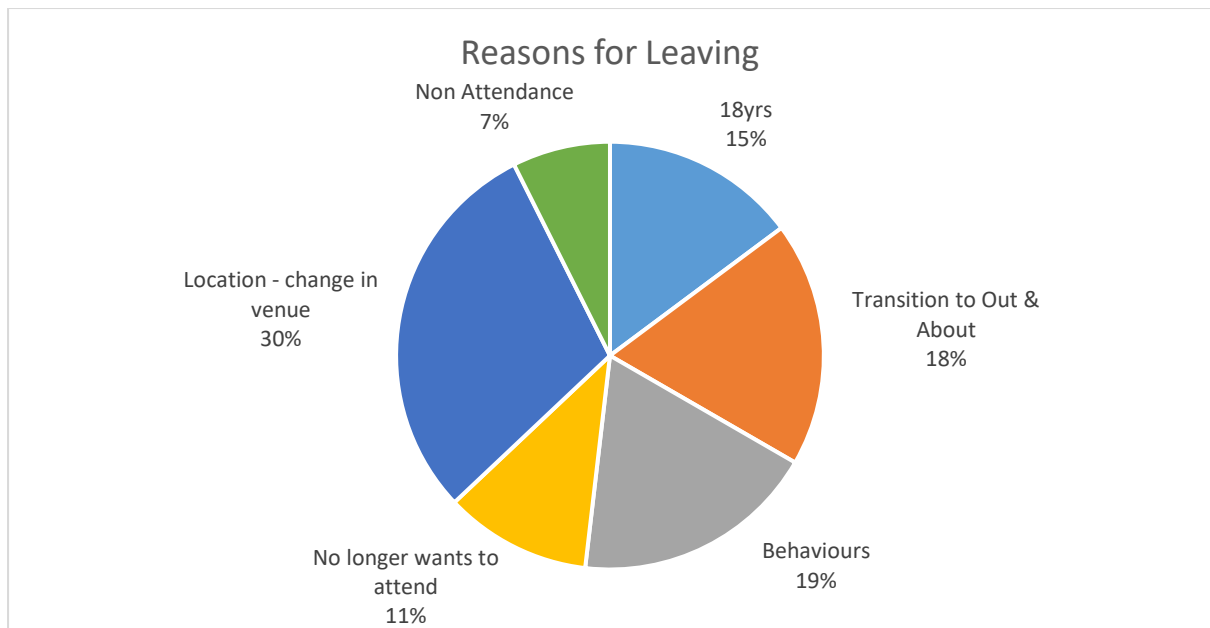
Gender of our clients at the end of March 2025



Our client age range at the end of March 2025



Reasons for Leaving 2024-2025



“Weekenders Showcase of Activities”



Here are some of the wonderful pieces of artwork made at the scheme!





We usually organise around four events per month for the teens who attend the Out and About Project. This is anything from bowling, climbing, cinema, eating out, snooker, theatre, full days out in the school holidays, trampolining; basically, anything teens would like to do!

Client Statistics

1st April 2024– 31st March 2025

Number of clients attending Out & About as at 31st March 2025: **26 clients**

40 clients accessed the service during 2024-2025.

Number of new clients who joined the scheme during this year: **9**

Number of clients who left the scheme during this year: **12**

Service delivery hours - **1,605 hours.**

Here are all 66 trips which the Out & About Project's enjoyed during April-March 2024-2025!

EVENT	No. OF EVENTS IN THE YEAR
Bowling & Food	12
Mencap Night In	24
Puttstars Golf	3
Cinema & McDonalds	0
Pantomime	2
Theatre	3
Forbidden Corner	1
Gravity*	4
Snooker	4
LaserZone	4
Yorkshire Wildlife	1
Stockeld Xmas Adventure	1
Clip 'n' Climb	3
Park & Picnic	1
Circus Zyair	1
Ninja Warriors	2

"Here we have captured some of our memorable moments at the Out & About Project during 2024-2025."



FINANCIAL INFORMATION

Leeds Weekend Care Association Limited

Statement of Financial Activities - For the Year Ended 31 March 2025

			Unrestricted	Restricted	Total	Total
		Note	Funds	Funds	2025	2024
			£	£	£	£
INCOME						
Contributions & donations			31,779	-	31,779	59,037
Client fees			25,203	-	25,203	24,662
Grants		1	159,734	-	159,734	157,581
Bank interest & sundry income			<u>9,344</u>	<u>-</u>	<u>9,344</u>	<u>6,295</u>
TOTAL INCOME			226,060	-	226,060	247,575
EXPENDITURE						
Raising funds			23,251	-	23,251	19,127
Charitable activities			156,901	-	156,901	143,362
Other			<u>54,219</u>	<u>-</u>	<u>54,219</u>	<u>51,749</u>
TOTAL EXPENDITURE		2	234,371	-	234,371	214,238
NET INCOME/(DEFICIT)			(8,311)	-	(8,311)	33,337
Balance brought forward at 1 April 2024			333,599	-	300,262	300,262
Fund transfer			<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Balance carried forward at 31 March 2025			<u>325,288</u>	<u>-</u>	<u>291,951</u>	<u>333,599</u>
The statement of financial activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.						

Leeds Weekend Care Association Limited

Balance Sheet as at 31 March 2025

					<u>2025</u>		<u>2024</u>	
				<u>Note</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Fixed Assets								
Tangible assets				3		500		500
Current Assets								
Debtors and prepayments					487		493	
Short term bank deposits					242,221		185,685	
Cash at bank and in hand					<u>84,648</u>	<u>327,356</u>	<u>149,472</u>	<u>335,650</u>
						327,856		336,150
Creditors: Amounts falling due within one year								
						2,568		2,551
						<u> </u>		<u> </u>
Net assets						<u>325,288</u>		<u>333,599</u>
Unrestricted funds						325,288		333,599
Restricted funds						<u>-</u>		<u>-</u>
Total funds						<u>325,288</u>		<u>333,599</u>

Leeds Weekend Care Association Limited

(A company limited by guarantee)

Registered Charity Number 1077162

Company Number 3827833

Annual Report and Financial Statements

For The Year Ended 31 March 2025

Leeds Weekend Care Association Limited

Registered Charity Number 1077162

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For The Year Ended 31 March 2025

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10	Balance Sheet
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Leeds Weekend Care Association Limited

Legal and Administrative Information

For The Year Ended 31 March 2025

Status

The organisation is a charitable company limited by guarantee.

Executive Management Committee

Richard Hewson	Chairperson
David Bossingham	Treasurer
Georgina Nijjar	Secretary
Caroline Bond	Trustee
Ellie Brown	Trustee
Marianne Hewitt	Trustee (Resigned 15/07/2024)
Adam Barclay	Trustee
Hafsa Sharif	Trustee (Resigned 15/07/2024)
Izzy Nijjar	Trustee (Joined 18/11/2024)

Registered Office

Suite 4, Gledhow Mount Mansion
Roxholme Grove
Leeds
LS7 4JJ

Reporting Accountants

Farrar Smith Chartered Accountants
Unit 11, Fusion Court
Aberford Road
Garforth
Leeds
LS25 2GH

Leeds Weekend Care Association Limited

Report of the Management Committee

For The Year Ended 31 March 2025

The management committee presents its annual report together with the financial statements of the charity for the year ended 31 March 2025.

Our Mission

Leeds Weekend Care Association (Weekenders Club) is a local independent charity with one aim: -

To make a positive difference to the lives of disabled children and teenagers in Leeds.

Our Purpose

- To deliver safe, fun, exciting, inclusive activities, and environments.
- To encourage friendship, independence, exploration and understanding.
- To provide a much-needed break for parents and caregivers.
- To recruit, retain and train enthusiastic, energetic, and experienced staff.
- To advocate for those whose voice is often ignored or not heard.
- To build a community that welcomes and celebrates difference.

Our Guiding Principles

- To improve the lives of families with disabled children and young people.
- To recognise and understand the needs of parents and carers and to work closely with them in shaping and delivering our services.
- To encourage a positive approach to children and young people with disabilities on our projects and in the wider community.
- To promote the recognition of young people with disabilities as important and integral members of society.
- To provide equality of provision and access to service users regardless of disability, gender reassignment, race, religion or belief, sex, and sexual orientation.
- To provide a positive, developmental environment for all our staff and volunteers.

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 13 August 1999, and registered as a charity on 25 August 1999. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and Appointment of Management Committee

The members of the Executive Management Committee are also charity trustees for the purposes of charity law and under the company's Articles. Existing members are required to be re-elected at the Annual General Meeting. Throughout the year, any prospective members are nominated through the monthly management committee meetings.

Some trustees are parents of children with disabilities and therefore have experience of the difficulties families face in finding suitable respite care. Trustees are encouraged to incorporate their accumulated skills and experience from personal and work-related backgrounds and bring it to the organisation. Associate Committee Members are encouraged to attend the management committee meetings and are people who have, or have previously had, an interest in the charity through their employment in other agencies relating to social care of young people, respite for families and the issues surrounding disability. Associate members do not have voting rights; however, the knowledge and expertise they bring is invaluable; making contributions to discussions as well as aiding us to forge links with outside agencies who are involved in similar work. The management committee welcomes associate members who may not be able to attend management committee meetings on a regular basis but are interested in helping to fundraise for the organisation.

Members of the management committee who served during the year and up to the date of this report are set out on page 1.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2025

Trustee Induction and Training

Some trustees are active in aspects of the day-to-day organisation of LWCA. Trustees also have a role to play in disciplinary matters and complaints. One of our trustees has been (as of June 2023) appointed as the designated Safeguarding Officer on the board and provides support to the Senior Play Leader who is our operational Safeguarding Officer. Those in safeguarding roles have undergone the necessary and appropriate training. Committee members are invited to attend training courses to assist in the smooth running and efficiency of the management committee, ensuring that the skills and experience of individual members is shared to the benefit of the organisation.

Risk Management

The management committee has conducted its own review of the major risks to which the charity is exposed, and systems have been developed to mitigate those risks. Internal control risks are minimised by the implementation of procedures for authorisation of material transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients, and visitors to the projects.

Organisational Structure

Leeds Weekend Care Association has a management committee which meets every two months with additional meetings for the AGM in July and budget setting in February. The committee is responsible for the strategic direction and policy of the charity. At present the Trustees are from a variety of professional and personal backgrounds relevant to the work of the charity. From time to time, it is necessary to invite guests to management committee meetings to inform the committee on Government policy changes, new initiatives, or new funding.

The Short Breaks Services Manager takes responsibility for the day-to-day operational management of the organisation. This role is part-time (25 hours per week). The role includes the supervision of the Office Manager, Office Assistant and Senior Play Leader. The part-time Office Manager (30 hours per week) supports the afore-mentioned team in the provision of quality short breaks services for children with disabilities between the ages of 5 and 18 years.

The main project is the Weekenders Club Play Scheme for children between the ages of 5 and 13 years. The play scheme operates 47 Saturdays per year. Teen Scene operates within the Weekenders Club Play Scheme for young people between the ages of 14 and 18 years. One Saturday a month is dedicated to them. The Senior Play Leader is in charge on site on Saturdays and is supported by two Deputy Play Leaders as well as a Senior Care Worker, Care Workers, and volunteers.

There is a group leader for the smaller LWCA project; the "Out and About Project" for teenagers with inclusive needs, supported by the Short Breaks Services Manager. The age range in this project is 13-18 years.

Those young people who fall into the 13–18-year-old category will, according to their individual needs, either be placed on site in the Teen Scene group or, subject to being able to meet their needs, may join the Out and About Project which accesses social and leisure facilities (off-site) in the local community. Our Weekenders Club play scheme venue is at The Vinery Centre, 20 Vinery Terrace, East End Park, Leeds LS9 9LU.

Objectives and Activities

Leeds Weekend Care Association is a local, independent charity with these aims: -

Our Mission Statement

To make a positive difference to the lives of disabled children and teenagers in Leeds area by providing innovative leisure activities and top-quality care.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2025

Our Objectives

Leeds Weekend Care Association purpose is: -

- To deliver safe, fun, exciting, inclusive activities, and environments
- To encourage friendship, independence, exploration and understanding
- To provide a much-needed break for parents and caregivers.
- To recruit, retain and train enthusiastic, energetic, and experienced staff.
- To advocate for those whose voice is often ignored or not heard.
- To build a community that welcomes and celebrates difference.

Our Guiding Principles

To improve the lives of families with disabled children and young people.

To recognise and understand the needs of parents and carers and to work closely with them in shaping and delivering our services.

To encourage a positive approach to children and young people with disabilities on our projects and in the wider community.

To promote the recognition of young people with disabilities as important and integral members of society.

To provide equality of provision and access to service users regardless of disability, gender reassignment, race, religion or belief, sex, and sexual orientation. To provide a positive, developmental environment for all our staff and volunteers.

Our Values

Our values underpin how we work as an organisation, and as individuals within it.

Fun - We believe that having fun and making friends is fundamental to a person's happiness. Fun is a release. It provides freedom, enjoyment, fulfilment, and connection.

High Quality - We provide safe, creative, exciting, collaborative spaces/experiences for our children, staff, and volunteers. We always strive to be and do better.

Inclusive - We support, value, and respect each other. Shared values and goals help everyone reach their full potential.

A Can-Do Attitude - We focus on what our children, staff and volunteers can do. By recognising and celebrating achievements, big and small, we empower individuals and our community.

Honesty - We take responsibility for our successes and failures. We are open to what is possible, not afraid to fail, and we learn quickly.

Achievements and Performance of Short Breaks

The main areas of charitable activity are in the provision of short breaks for children with disabilities, including those with complex care needs.

During 2024-25 Weekenders Club operated each Saturday, splitting the day into a morning session and an afternoon session, with 15 clients attending each session for 3 hours. We delivered a total of 4,395 service delivery hours for Weekenders Club. The target number of service delivery hours in our Leeds City Council contract was 4,230 (our activity represented 104% of the contracted hours)

Weekenders Club was awarded a contract of £140,000 to the end of March 2025. The Out and About Club was awarded a grant of £19,734.12 from Leeds City Council covering to the end of March 2025.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2025

Out and About Project: At the end of 2024/25, we had 27 young people attending; the target is 30. 12 clients left during 2024/25, and 9 new clients started during the year. There was no waiting list. Service delivery hours for the Out and About Project was 1,605 and this was achieved from 66 events. The target number of service delivery hours was 1,518 and the number of events we were contracted to deliver was 48. Exceeding the target was engineered to meet the growing demand for the provision.

Weekenders Club: At the end of the year 2024/25, we had 107 children attending Weekenders Club (the target was 120). A total of 27 clients left during 2024/25 (2 of whom joined and left during the same financial period). A total of 23 new children started during the year. The Weekenders Club operates a waiting list system. At the end of the year there were 41 families on the waiting list. Our intention is to keep the waiting list low. A panel meeting is held approximately once every four weeks via Teams or email. TADAR is to present applications and ensure each child/young person's needs are considered, with an outcome that they are either allocated to the waiting list or referred on to a different placement to ensure equity, within a structured procedure.

WEEKENDERS CLUB ACTIVITY TABLE FROM 2010-11 TO DATE

Year	Hours Delivered	Target Hours	Over/Under Delivery
2010-11	11,637.5	11,000.0	637.5
2011-12	11,949.0	11,000.0	949.0
2012-13	10,695.0	11,000.0	-305.0
2013-14	11,765.0	11,000.0	765.0
2014-15	11,427.0	11,000.0	427.0
2015-16	10,601.5	11,000.0	-398.5
2016-17	10,212.0	11,000.0	-788.0
2017-18	10,017.0	11,960.0	-1,943.0
2018-19	10,400.0	10,387.0	13.0
2019-20	8,152.0	9,776.0	-1,624.0
2020-21	2,722.5	9,165.0	-6,422.5
2021-22	4,425.0	9,165.0	-4,730.0
2022-23	3,912.0	7,866.0	-3954
2023-24	4,452.0	7,866.0	-3,414.0
2024-25	4,395.0	4,230.0	165
Total after 15 years	126,762.50		

The table demonstrates the impact of the changing supervision needs of our clients over recent years as well as the reduction from full-day service to 3-hour sessions. At the beginning of the above record (2010-11), 29% of our clients were assessed as needing 1:1 supervision. Currently, 92% of our cohort of registered children at Weekenders Club are assessed as needing 1:1 supervision. Although operating a 'group model' the reality is the majority of our children have a diagnosis of autism and individual care is a necessity. Leeds City Council acknowledge the shortfall in target service delivery hours, and the restriction on numbers, and as such, provided a more realistic target for the service.

The Weekenders Club play scheme and the Out and About Project are funded by the Leeds City Council Children's Services in two parts in advance: April and October.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2025

Financial Review

Weekenders Club was awarded a contract of £140,000 for 2024/25. Leeds City Council are currently reviewing their contracts for all short breaks providers in Leeds and have taken the decision to grant 4 months' funding up to 31 July 2025 for Weekenders Club based on the existing contract (£70,000.00). The options are to re-tender or to extend the existing contract to the end of the financial year 2025/26.

The Out and About Project grant agreement ended on 31 March 2024 and we were given an extension for 6 months only, up to 30 September 2024 (£9,393.16). A new grant was awarded from 1 October 2024 for 18 months up to 31 March 2026 representing an annual grant of 20,679.88 paid at £10,339.94 every 6 months (three payments).

A significant proportion of incoming resources pay for staffing costs. The high staff to children ratio makes this an inevitable expense, our children now being supervised on a 1:1 staffing ratio (for Weekenders Club). This is because the children referred to us have significant disabilities, both behavioural and complex health needs, which is managed with intensified supervision and appropriate training.

Donations and fundraising during 2024/25 amounted to £31,779.91. The largest percentage of this additional income was from the efforts of our freelance fundraiser, through contacting trusts with an appeal letter. This represents 96.5% of donations. Other donations are from 'Friends and Family' which is directly related to those close to clients who use our services or who work, have worked or volunteered for the charity. A smaller percentage of donations came from PayPal Giving Fund, Virgin Money, Supported Giving and Direct Giving.

Principal Funding Sources

Weekenders Club (and the subsidiary project, Teen Scene) and the Out and About Project are the two projects operating in the year 2024/25. Fees from parents/carers for the Weekenders Club are reviewed annually. For 2024/25 our fees were kept at £12.00 per session. Fees represent a nominal contribution which becomes part of our unrestricted funding. The Out and About Project also has a family contribution system to represent a proportion of the cost of each outing. This contribution varies according to the type of event. Youth Club nights at The Vinery for 2½ hours are the least, costing £12.00 and the most expensive was a full day out at The Forbidden Corner at a cost to families of £24.00. We plan to keep these contributions stable in 2025/26 in recognition of the rising cost of living.

Reserves policy

The management committee maintains reserves such that there are sufficient finances available to maintain the short-term running of its current activities in the event of a sudden decline or cessation of its funding. The level of reserves held should allow sufficient time for the management committee to find alternative sources of funding. Running costs for both projects is estimated to be £237,400 in 2025/26. Broken down into the two projects:

Weekenders Club £197,000

Out and About Project £40,400

We estimate 6 months' running costs would be £118,700.00 and therefore this figure is representative of our reserves.

Plans for Future Periods

Our longevity is based on our ability to adapt to the ever-changing backdrop of social care and possible further cuts in Council budgets along with rising inflation will unavoidably affect our service. As we are anticipating a reduction in Council funding, alongside an increased need in the city for respite care, particularly at the weekends and during school holidays, and an intensity in need in individual clients referred to us, we will continue to use the services of our freelance Grants and Trusts Fundraiser who works for LWCA on a piecemeal basis, sending out appeal letters to trusts and foundations.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For the Year Ended 31 March 2025

Plans for Future Periods – Cont'd

Leeds City Council are keen on targeted short breaks for Weekenders Club to come under a contract framework rather than a grant. This would mean, rather than making a grant application each year, Weekenders Club would bid for a longer-term contract; with the facility to grant year on year extensions. The Out and About Project will be under grant, rather than contract conditions. The significant difference between a grant and a contract is that a contract will be prescriptive and LWCA would need to meet the criteria presented. The grant system is an opportunity for LWCA to present a model of the service and Leeds City Council make the decision on whether they are willing to fund what we offer. The advantage of a contract is that we have security for multiple years with the opportunity to budget beyond one year. The advantage of the grant is that LWCA have more autonomy in the model of service.

Aside from securing a contract for Weekenders Club for the remainder of the 2025/6 period, another one of our priorities for 2025/26 is to continue to reduce the client waiting list and operate at maximum capacity; 15 children and young people at each session. We will continue to increase the strength of the staff team, ensuring that we have sufficient numbers of volunteers in our volunteer program to replace experienced staff as they leave, whilst maintaining a core team to support new staff and volunteers. We are also committed to 'on the job training' and accessing relevant training for both staff and volunteers to enhance their skills in the role. This is alongside mandatory training (e.g. Safeguarding Training).

Key to our operation is a suitable venue to run our Saturday service from. A purpose-built community hub - The Vinery Centre, Leeds 9, (owned by Leeds Mencap) has been our Weekenders Club play scheme venue since July 2024. This is an ideal inclusive environment for our children and young people, with a variety of place spaces, soft play area, safe outdoor space and a popular, well-equipped, large, sensory room.

Responsibilities of the management committee

Company law requires the management committee to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the management committee is required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 charity will continue in operation.

The management committee is responsible for keeping proper accounting records, which disclose, with reasonable accuracy, the financial position of the charity and which enable them to ensure that the financial statements comply with applicable laws and regulations. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the management committee by:


Richard Hewson
Chairperson

Dated : 14 July 2025

Leeds Weekend Care Association Limited

Independent Examiner's Report to the Members of
Leeds Weekend Care Association Limited

For The Year Ended 31 March 2025

We report on the accounts of the company for the year ended 31 March 2025, which are set out on pages 9 to 14.

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 ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

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

Basis of independent examiner's report

Our 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 statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us 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 our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Farrar Smith Chartered Accountants
Unit 11, Fusion Court
Aberford Road
Leeds
LS25 2GH

Dated:

Leeds Weekend Care Association Limited

Statement of Financial Activities
For The Year Ended 31 March 2025

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2025</u> £	<u>Total</u> <u>2024</u> £
INCOME					
Contributions & donations	2	31,779	-	31,779	59,037
Client fees	2	25,203	-	25,203	24,662
Grants	3	159,734	-	159,734	157,581
Bank interest & sundry income		<u>9,344</u>	<u>-</u>	<u>9,344</u>	<u>6,295</u>
TOTAL INCOME		226,060	-	226,060	247,575
EXPENDITURE					
Raising funds		23,251	-	23,251	19,127
Charitable activities		156,901	-	156,901	143,362
Other		<u>54,219</u>	<u>-</u>	<u>54,219</u>	<u>51,749</u>
TOTAL EXPENDITURE	4	234,371	-	234,371	214,238
NET INCOME/(DEFICIT)		(8,311)	-	(8,311)	33,337
Balance brought forward at 1 April 2024		333,599	-	300,262	300,262
Fund transfer		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Balance carried forward at 31 March 2025		<u>325,288</u>	<u>-</u>	<u>291,951</u>	<u>333,599</u>

The statement of financial activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

Leeds Weekend Care Association Limited

Balance Sheet as at 31 March 2025

	<u>Note</u>	<u>2025</u>	<u>2024</u>
		£	£
Fixed Assets			
Tangible assets	9	500	500
Current Assets			
Debtors and prepayments	10	487	493
Short term bank deposits		242,221	185,685
Cash at bank and in hand		<u>84,648</u>	<u>149,472</u>
		327,356	335,650
		327,856	336,150
Creditors: Amounts falling due within one year	11	2,568	2,551
		<u> </u>	<u> </u>
Net assets		<u>325,288</u>	<u>333,599</u>
Unrestricted funds		325,288	333,599
Restricted funds		<u>-</u>	<u>-</u>
Total funds	12	<u>325,288</u>	<u>333,599</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

(a) ensuring that the company keeps accounting records which comply with Section 386 & 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 & 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

Signed on behalf of the management committee by:

.....

Richard Hewson
Trustee

Dated: 14 July 2025

Leeds Weekend Care Association Limited

Notes to the Financial Statements

For The Year Ended 31 March 2025

Note 1. Accounting Policies

General

Basis of preparation

The financial statements have been prepared in accordance with 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), issued October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources Expended

All expenditure is included on an accruals basis and has been classified under 'Natural' headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Grants

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Depreciation Policy

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which is estimated at 4 years for Office Equipment and 3 years for Toys and Resources.

Fund Accounting

Unrestricted funds are incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Note 2. Donations and similar incoming resources

	2025	2024
	£	£
Contributions & donations	31,779	59,037
Client fees & private funding	<u>25,203</u>	<u>24,662</u>
	<u>56,982</u>	<u>83,699</u>

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2025

Note 3. Grants

	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>2025</u> <u>£</u>	<u>Total</u> <u>2024</u> <u>£</u>
Leeds Social Services	159,734	-	159,734	157,581
Total	159,734	-	159,734	157,581

Note 4. Expenditure

	<u>Raising</u> <u>Funds</u> <u>£</u>	<u>Charitable</u> <u>Activities</u> <u>£</u>	<u>Support</u> <u>Costs</u> <u>£</u>	<u>Total</u> <u>2025</u> <u>£</u>	<u>Total</u> <u>2024</u> <u>£</u>
Staff costs & volunteer expenses	20,639	116,684	42,334	179,657	160,166
Rent & rates	1,078	20,988	4,311	26,377	21,179
Training	-	2,341	-	2,341	-
Scheme costs, events & travel	-	16,888	-	16,888	24,520
Audit & accountancy	-	-	1,440	1,440	1,440
Office costs	1,534	-	6,134	7,668	6,933
	23,251	156,901	54,219	234,371	214,238

Note 5. Net incoming resources for the year

This is stated after charging	<u>2025</u> <u>£</u>	<u>2024</u> <u>£</u>
Depreciation	-	-
Independent examiners remuneration	1,440	1,440
	1,440	1,440

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2025

Note 6. Staff costs

Staff costs were as follows	<u>2025</u>	<u>2024</u>
	£	£
Salaries, wages & expenses	171,944	154,865
Pension contributions	5,892	3,945
ISA & CRB checking fees	445	647
Social security costs	1,376	709
	<u>179,657</u>	<u>160,166</u>

Note 7. Staff Numbers

The average monthly headcount was 28 staff.

No employee received emoluments of more than £60,000 during the year.

Note 8. Trustee Remuneration and Related Party Transactions

No members of the management committee received any remuneration or travel expenses during the year.

Note 9. Tangible fixed assets

	<u>Office Equipment</u>	<u>Toys & Resources</u>	<u>Total</u>
	£	£	£
Cost			
At 1 April 2024	8,052	8,443	16,495
Additions in year	-	-	-
Disposals in year	-	-	-
	<u>8,052</u>	<u>8,443</u>	<u>16,495</u>
At 31 March 2025	<u>8,052</u>	<u>8,443</u>	<u>16,495</u>
Depreciation			
At 1 April 2024	7,552	8,443	15,995
Charge for year	-	-	-
Eliminated on disposal	-	-	-
	<u>7,552</u>	<u>8,443</u>	<u>15,995</u>
At 31 March 2025	<u>7,552</u>	<u>8,443</u>	<u>15,995</u>
Net book value at 31 March 2025	<u>500</u>	<u>-</u>	<u>500</u>
Net book value at 31 March 2024	<u>500</u>	<u>-</u>	<u>500</u>

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2025

Note 10. Debtors and prepayments

	<u>2025</u>	<u>2024</u>
	£	£
Accounts receivable	37	93
Prepayments	<u>450</u>	<u>400</u>
	<u>487</u>	<u>493</u>

Note 11. Creditors : Amounts falling due within one year

	<u>2025</u>	<u>2024</u>
	£	£
Other Creditors	1,128	1,111
Accrued expenses	<u>1,440</u>	<u>1,440</u>
	<u>2,568</u>	<u>2,551</u>

Note 12. Movements in funds

	<u>At 1 April</u>	<u>Fund</u>	<u>Income</u>	<u>Expenditure</u>	<u>At 31 March</u>
	<u>2024</u>	<u>Transfer</u>			<u>2025</u>
	£	£	£	£	£
Unrestricted funds	333,599	-	226,060	(234,371)	325,288
Restricted funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total funds	<u>333,599</u>	<u>-</u>	<u>226,060</u>	<u>(234,371)</u>	<u>325,288</u>

Note 13. Taxation

As a registered charity the Association is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Leeds Weekend Care Association

(A company limited by guarantee)

Registered Charity Number 1077162

Company Number 3827833

Financial Statements

For The Year Ended 31 March 2025

Leeds Weekend Care Association
Registered Charity Number 1077162

Index to the Financial Statements

For The Year Ended 31 March 2025

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2 to 4	Notes to the financial statements

Leeds Weekend Care Association
(Registration No. 03827833)
Balance Sheet as at 31 March 2025

	<u>Note</u>	<u>2025</u>	<u>2024</u>
		£	£
Fixed Assets			
Tangible assets	2	500	500
Current Assets			
Debtors and prepayments	4	487	493
Short term bank deposits		242,221	185,685
Cash at bank and in hand		<u>84,648</u>	<u>149,472</u>
		327,356	335,650
		327,856	336,150
Creditors: Amounts falling due within one year	5	2,568	2,551
		<u> </u>	<u> </u>
Net assets		<u>325,288</u>	<u>333,599</u>
Unrestricted funds		325,288	333,599
Restricted funds		<u>-</u>	<u>-</u>
Total funds	6	<u>325,288</u>	<u>333,599</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

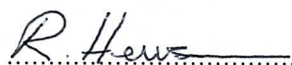
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime. As permitted by s444(5A) of the Companies Act 2006, the directors have not delivered to the Registrar a copy of the Profit and Loss account.

Signed on behalf of the management committee by:

.....

Richard Hewson
Trustee

Dated : 14 July 2025

Leeds Weekend Care Association Limited

Notes to the Financial Statements

For The Year Ended 31 March 2025

Note 1. Accounting Policies

General

Basis of preparation

The financial statements have been prepared in accordance with 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), issued October 2019 – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Income

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure

All expenditure is included on an accruals basis and has been classified under 'Natural' headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Grants

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Depreciation Policy

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which is estimated at 4 years for Office Equipment and 3 years for Toys and Resources.

Fund Accounting

Unrestricted funds are incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2025

Note 2. Tangible fixed assets

	<u>Office Equipment</u>	<u>Toys & Resources</u>	<u>Total</u>
	£	£	£
Cost			
At 1 April 2024	8,052	8,443	16,495
Additions in year	-	-	-
Disposals in year	-	-	-
	<u>8,052</u>	<u>8,443</u>	<u>16,495</u>
At 31 March 2025	<u>8,052</u>	<u>8,443</u>	<u>16,495</u>
Depreciation			
At 1 April 2024	7,552	8,443	15,995
Charge for year	-	-	-
Eliminated on disposal	-	-	-
	<u>7,552</u>	<u>8,443</u>	<u>15,995</u>
At 31 March 2025	<u>7,552</u>	<u>8,443</u>	<u>15,995</u>
Net book value at 31 March 2025	<u>500</u>	<u>-</u>	<u>500</u>
Net book value at 31 March 2024	<u>500</u>	<u>-</u>	<u>500</u>

Note 3. Staff Numbers

The average monthly headcount was 28 staff.

No employee received emoluments of more than £60,000 during the year.

Note 4. Debtors and prepayments

	<u>2025</u>	<u>2024</u>
	£	£
Accounts receivable	37	93
Prepayments	450	400
	<u>487</u>	<u>493</u>

Note 5. Creditors : Amounts falling due within one year

	<u>2025</u>	<u>2024</u>
	£	£
Other creditors	1,128	1,111
Accrued expenses	1,440	1,440
	<u>2,568</u>	<u>2,551</u>

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2025

Note 6. Movements in funds

	<u>At 1 April</u> <u>2024</u> £	<u>Fund</u> <u>Transfer</u> £	<u>Income</u> £	<u>Expenditure</u> £	<u>At 31 March</u> <u>2025</u> £
Unrestricted funds	333,599	-	226,060	(234,371)	325,288
Restricted funds	-	-	-	-	-
Total funds	<u>333,599</u>	<u>-</u>	<u>226,060</u>	<u>(234,371)</u>	<u>325,288</u>

LEEDS WEEKEND CARE ASSOCIATION

England & Wales - Charity number 1077162

Accounts

Annual Report

1st April 2023 – 31st March 2024

Leeds Weekend Care Association

Registered Charity Number - 1077162

Company Limited by Guarantee Number – 3827833

Suite 4, Gledhow Mount Mansion, 32 Roxholme Grove, Leeds LS7 4JJ

☎ 07506 722 495 / 07508 240 555

✉ Office@lwca.co.uk



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Our Mission

To make a positive difference to the lives of disabled children and teenagers in Leeds

Our Purpose is:

- To deliver safe, fun, exciting, inclusive activities, and environments
- To encourage friendship, independence, exploration and understanding
- To provide a much-needed break for parents and caregivers
- To recruit, retain and train enthusiastic, energetic, and experienced staff
- To advocate for those whose voice is often ignored or not heard.
- To build a community that welcomes and celebrates difference.

Our Guiding Principles are:

- To improve the lives of families with disabled children and young people.
- To recognise and understand the needs of parents and carers and to work closely with them in shaping and delivering our services.
- To encourage a positive approach to children and young people with disabilities on our projects and in the wider community.
- To promote the recognition of young people with disabilities as important and integral members of society.
- To provide equality of provision and access to service users regardless of disability, gender, ethnic origin, skin colour, race, religion, or sexual orientation.
- To provide a positive, developmental environment for all our staff.

Our Values are:

- **Fun** - We believe that having fun and making friends is fundamental to a person's happiness. Fun is a release. It provides freedom, enjoyment, fulfilment and connection.
- **High Quality** - We provide safe, creative, exciting, collaborative spaces/experiences for our children, staff and volunteers. We always strive to be, and do, better.
- **Inclusive** - We support, value and respect each other. Shared values and goals help everyone reach their full potential.
- **A Can-Do Attitude** - We focus on what our children, staff and volunteers can do. By recognising and celebrating achievements, big and small, we empower individuals and our community.
- **Honesty** - We take responsibility for our successes and failures. We are open to what is possible, not afraid to fail, and we learn quickly.

Chair's Report to AGM



It is with great pleasure that I write my initial Chairperson Annual Report for Leeds Weekend Care Association (LWCA), for the financial year ending 31st March 2024. I became a trustee in June 2018 then became Chair in June 2023.

The period to March 2024 has been another year where LWCA has experienced some logistical challenges such as securing and retaining staffing, and issues with premises and the sharing tenants. However throughout all of this, the skills, experience and sheer hard work of all at LWCA has shone through to ensure that we continue to provide a high quality, fun service for our users, and give their families crucial downtime with peace of mind that their loved ones are being well cared for.

LWCA continues to be extremely appreciative of the support from those various organisations, legacy trusts and individuals who have very kindly provided financial support during the year. We also acknowledge the continuing role played by Leeds City Council, both in their financial provision and as a key sponsor and stakeholder.

Post the end of this financial year we secured an agreement with Leeds Mencap to provide our weekend service from their premises: a move which I know was greatly welcomed by staff and volunteers, and so far has proved to be a great success - long may this continue! I would like to use this report to put on record our sincere thanks to Leeds Mencap for their all-round professionalism and support regarding our move.

Last but not least, I, on behalf of the board of trustees, would like to offer our heartfelt thanks to Liz Sunderland, (Short Breaks Services Manager) and her supporting team who work so hard during the week to ensure the activities at Weekenders Club and the Out and About project run smoothly. As trustees we also want to thank all the staff and volunteers for their efforts, often having to work in very testing situations but always done with the utmost professionalism and dedication"

A handwritten signature in black ink, appearing to read 'R. Hewson', followed by a horizontal flourish.

Richard Hewson
Chair of Trustees



MEET THE TEAM

Executive Management Committee

Management Committee Members during the year 1st April 2023 - 31 March 2024

We have a minimum of six meetings per year plus our AGM in July. These are held via virtual meetings or at our office of the Leeds Weekend Care Association.

Richard Hewson	Chair
David Bossingham	Treasurer
Georgina Nijjar	Secretary
Caroline Bond	Trustee
Ellie Brown	Trustee
Marianne Hewitt	Trustee
Adam Barclay	Trustee
Hafsa Sharif	Trustee

Office Staff

Liz Sunderland	Service Manager
Lisa Sheader	Office Manager
Liz Colbeck	Office Assistant

Scheme Staff

Chantelle Pearce	Senior Play Leader
Lorraine Dempsey	Deputy Play Leader
Caroline Grayson	Deputy Play Leader
Caragh McHugh	Deputy Play Leader

SERVICE MANAGER'S REPORT TO AGM



Our Projects

Weekenders Club is a Saturday play scheme for children and young people aged between 5 and 17 years old, living in Leeds, who have inclusive needs. Our eligibility criteria includes children from a broad spectrum of additional needs including those with complex care needs for which our experienced staff team undergo specific medical training.

Social workers or lead professionals make referrals to our service on a young person's behalf, although we also accept referrals directly from families.

Each child/young person attends one session each month. Morning sessions run from 9.30 a.m. until 12.30 p.m.; afternoon sessions run from 1.30 p.m. until 4.30 p.m. We have been operating from Queenswood Education Centre (formerly Vine College), Becketts Park, Leeds 6. This venue has enabled us to accommodate children and young people with physical difficulties as the site has an inclusive environment including ramps, hoists, a personal care suite and wheelchair-accessible spaces, both indoors and outdoors.

Activities include large play equipment such as a bouncy castle, trikes, go carts and lots of sports equipment. It is important that our children spend energy indoors and outdoors during the time they are with us, as well as have the opportunity to play on equipment they may not have access to at home. We like them to go back to their families - tired and happy! Our creative team manage to make each session different; based loosely on weekly themes, we encourage all the children to get involved with games, art, making and baking (and eating!).

Teen Scene Teen Scene runs under the umbrella of Weekenders Club but has a group all of its own. The age range is 14-17 and is a great way to meet up with friends and embark on group activities with a little more independence. Often, we have young people who move on from Teen Scene and 'graduate' to the Out and About Project when they feel they have grown out of a play scheme environment and are ready for more age-appropriate activities in the community with their peers.

Each session runs with 15 young people, most of whom are allocated their own 'key worker' to facilitate them accessing all the equipment and resources. Weekend breaks are in high demand and there is a waiting list for Weekenders Club. However, we continue to endeavour to move through this as quickly as possible; as soon as someone leaves, we fill the place.

The Out and About Project is for teenagers between the ages of 14 and 17, to go out together with our staff. Youngsters are facilitated to take part in activities which teenagers typically enjoy. We have around one event each week so aim for 52 outings in the year, although this year we had 66 and have planned the same for 2024-25. This is to avoid having a waiting list; simply the more teenagers who join, the more trips we do! In this way, we can meet demand in a timely manner.

Reflection

The first thought which springs to mind is the dynamic and cohesive team I am fortunate to work within. This includes trustees, staff (both administrative and those who work directly with our children and young people) and our brave volunteers, often for whom, this is their first taste of working in the care sector with children and young people with inclusive needs. From limited experience to a lifetime's worth of experience, they all bring enthusiasm and a 'can do' attitude which invariably sees us through the challenges presented to us.

Those challenges broadly come under three categories: Staffing, Venue and Finance. This year we have had challenges under all three headings.

Staffing We have been short staffed for over two years, needing to use our 'bank staff' to increase their scheduled shifts to ensure we run with the right ratio of children to staff each session to run safely, according to each child's individual supervision needs. I am delighted to say that, at this point, we have a full team, putting less pressure on those who have elected not to work every Saturday.

Venue Weekenders Club has operated from a Council owned building (Queenswood Education Centre) for 12 years, sharing the space with Vine College who used the building Monday to Friday. Sharing the building has, historically, not been ideal. The building itself has been poorly maintained for decades. Huge efforts on a weekly basis were spent just tackling environmental issues such as security, broken windows, ineffective heating, old plumbing and leaks; just to mention a few issues although there is a long list! We were given notice by the Council, following their explanation that the building was to be decommissioned.

Long story short. With little notice and a tight deadline, we moved our Weekenders Club Play Scheme. The move itself spans over two accounting periods but it is worth updating here how this has played out.

On 1st June 2024, we moved Weekenders Club to The Vinery Centre, East End Park, Leeds 9 – the home of Leeds Mencap. Their purpose-built community hub is perfect for the needs of our children and young people. A building, only 8 years old, which boasts activity rooms, a soft play area, a safe, well-equipped playground, a state-of-the-art sensory room and high quality personal care suite. Yes – the move was stressful and yes – it was worth it! I'm compelled to mention the teamwork of everyone involved in getting us there. There were folk who physically shifted everything; those who coped with all the administrative elements of moving and those who were involved in the early stages of planning and decision making. Not least, were the families and children, some of whom may have had to forfeit their scheduled session (to be replaced) but have been brave enough to make the change with us. It's not easy for many of our children to manage any change in their lives. Our world, for them, often presents as a confusing and unpredictable place, but so far, they have moved out of their comfort zone and it's rewarding to see them enjoying the new space.

Leeds Mencap is a charity we have been closely affiliated with for over 25 years. Indeed, our first play scheme opened from their Hawthorne Nursery (in their old building at East End Park) on 6th June 1998, almost 26 years to the day from when we returned to them! We also operate our Out and About Project's youth club nights from The Vinery Centre. It feels like coming home! Thank you to all at Leeds Mencap for your support and warm welcome.

Finance As a small charity, underfunded by the Council, there will always be a concern around sustainability.

We are operating within the specification and targets of a five-year Council contract which ended on 31st March 2024. Over this time period, the needs of our cohort of children and young people have changed. At the start of the contract, in April 2019, around a third of our children had 1:1 supervision needs. Currently, this has risen to 92% of our children needing an allocated worker. This obviously means; to keep the same numbers of children, we have had to increase the staffing. This is not tenable. Although we have been given a further extension of 6 months' funding for 2024/5, we are awaiting a revised contract from Leeds City Council. We have therefore become dependent on using funds raised, independent of the Council grant.

Set against the economic backdrop of tight Council budgets and families feeling the pinch has been difficult. We kept our fees for families the same during the year and put our faith in our freelance fundraiser, Sam Lambert, to make up the shortfall.

Fundraising

Fundraising is therefore an essential part of our charity's work. Sam Lambert sends out Appeal Letters and each year we give her a target, representative of the shortfall. This systematically increases year on year as our grant remains the same, but wages and inflation rise. Thankfully, she never flinches when I reveal what we need to keep the service stable.

Finally

I would like to express my grateful thanks to those who perform their own vital role in contributing to the ongoing success of our charity....

Thank you to our colleagues in Leeds City Council for their continued financial support of our work.

Thank you to our board of trustees who guide L.W.C.A. through the gauntlet of all the above challenges with endurance, wise consideration and a collective wealth of experience. Thank you to Richard Hewson who agreed to take the role of Chairperson in June 2023 following Caroline Bond's temporary reprieve from board duties; and welcome back to Caroline who rejoined us in the role of trustee.

Our intrepid volunteers are to be applauded. What they lack in experience, they make up for in enthusiasm, and a willingness to learn.

Thanks, are also due to:

Our Office Assistant, Liz Colbeck, whose role consistently deviates from her job description. She is heavily relied upon to invent time efficient systems, wrestle with our ever-changing technology, and is willing to, and capable of, turning her attention to whatever pressing issue has just come to the top of the priority list.

Our Senior Play Leader at Weekenders Club who doubles up as the Out and About Project's Group Leader – Chantelle Pearce. She has been with us for 18 years now and her wealth of experience is valuable to us all. Thank you to the children and young people and families who use our service, for being the sole reason why Chantelle is still here. You all give her both pleasure and motivation.

Our Office Manager, Lisa Sheader – we all benefit from her expertise and her overt enthusiasm for supporting everyone at L.W.C.A. as well as her excellent communication with other agencies in Leeds.

The fabulous staff team who win my admiration every Saturday. I simply love watching them work with the children. The time I spend at the scheme is my pleasure point in every week.

Final thanks are to the parents, carers, and their children – it is **your** project and a privilege to work for you.

A handwritten signature in cursive script, reading 'Liz Sunderland'.

Liz Sunderland
Short Breaks Services Manager

DONATIONS AND FUNDRAISING 2023-2024

We are grateful for the support of our children's families, friends of Leeds Weekend Care Association, Trustees, and our staff and volunteers (and their families, friends, and neighbours) We have continued to benefit from Sam Lambert's experience and skill in the past year, as well as the following who have given generously.

Donor	Description	Amount
Amazon Smile	Cash back on Amazon purchases	£41.12
Friends & Families		£1,255.06
London Marathon	Refund for unused place (previous a/c period)	£396.00
Supported Giving	Donations Platform (linked to website)	£1,139.18
Trusts	The Cotton Industry War Memorial Trust	£5,000.00
Trusts	The Potel Charitable Trust	£250.00
Trusts	The David Lister Charitable Trust	£2,000.00
Trusts	The Masonic Charitable Trust (grant 3 of 3-year grant)	£5,000.00
Trusts	The LAPA Charitable Trust	£1,000.00
Trusts	The B.S. Charitable Foundation	£50.00
Trusts	The Sylvia and Colin Shepherd Charitable Trust	£1,000.00
Trusts	Marsh Charitable Trust	£500.00
Trusts	Castanea Trust	£3,000.00
Trusts	The Trees of John R Murray Charitable Trust	£3,000.00
Trusts	The Alchemy Foundation	£1,000.00
Trusts	The Webb Family Charitable Trust	£2,500.00
Trusts	David Solomon Charitable Trust	£500.00
Trusts	The Blakemore Foundation	£100.00
Trusts	The Michael and Morven Heller Charitable Foundation	£1,000.00
Trusts	The Michael & Anna Wix Charitable Trust	£200.00
Trusts	The Liz and Terry Bramall Charitable Foundation	£5,000.00
Trusts	Ladbroke Coral Trust	£1,000.00
Trusts	Usborne Publishing Limited	£750.00
Trusts	The Mollie Croysdale Charitable Trust	£500.00
Trusts	The Lennox Hannay Charitable Trust	£1,000.00
Trusts	The Ardwick Trust	£100.00
Trusts	Anonymous	£500.00
Trusts	A M Fenton Trust	£3,000.00
Trusts	R E Chadwick Charitable Trust	£500.00
Trusts	Irving Memorial Trust	£2,000.00
Trusts	Squire Patton Boggs	£250.00
Trusts	The Barnard Kenneth Hufton Trust	£1,000.00
Trusts	Culra Charitable Trust	£500.00
Trusts	The Pat Newman Memorial Trust	£750.00
Trusts	W L Pratt Charitable Trust	£2,000.00
Trusts	Happy Days Children's Charity (for Out & About trip)	£191.10
Trusts	Beryl Sleigh Charitable Trust	£10,000.00
Trusts	The Christine Hall Trust	£500.00
Trusts	The Earl and Countess of Harewood's Charitable Trust	£500.00
Virgin Money	Virgin Money Cashback	£52.19
TOTAL		£59,024.65

"Here we have captured some of our memorable moments from Weekender's Club during 2023-2024."



Testimonials

Erin D – Weekenders Club

My daughter Erin doesn't have many words, but she simply calls Weekenders "Friends". When she sees her little rucksack on a Saturday, she knows that's where she's going. The surroundings are very familiar to her now & she knows the staff & other children. I think it's important for her to do things away from me & my husband, as she spends the vast majority of her time outside school with us. It gives me & my husband a little bit of quality time together, to maybe go for a coffee or do some jobs around the house.

Lillie S – Teen Scene

The 'Teen Scene' service for me and my daughter Lillie is indispensable! Lillie has friends at school but like a lot of teens like her she finds socialising outside of an educational setting very difficult and filled with anxiety. Going to the same setting and seeing the same people each time is extremely comforting for her and she thoroughly enjoys it and the fabulous activities on offer! For me and her dad personally we love seeing our daughter socialising and enjoying her time with others her age and coming home feeling so much happier for going, we especially love how trustworthy and caring the people are, we really feel peace of mind knowing she's going to have a great time 😊

Harvey K – Weekenders Club

Harvey gains so much from coming each month, from social skills, communication, being part of a group, making friends having fun and more. The staff are always so friendly and welcoming each time and seem excited to have him for the day which is an amazing feeling as a parent. We would really be lost without weekenders. Thanks for having us!

Joshua A – Out & About

Our grandson attends some of the Out and About activities, we feel it has created an environment in which he feels comfortable in his interactions with others and therefore has played a part in his increased confidence. The group activities create an opportunity for young people to be themselves in a non-judgmental caring environment and most importantly have fun! We get great pleasure in seeing his joy and excitement when he gets the list of future activities. A shout out to Chantelle and the team for the on the going support.



INFORMATION

Client Statistics – Weekenders & Teen Scene

1st April 2023– 31st March 2024

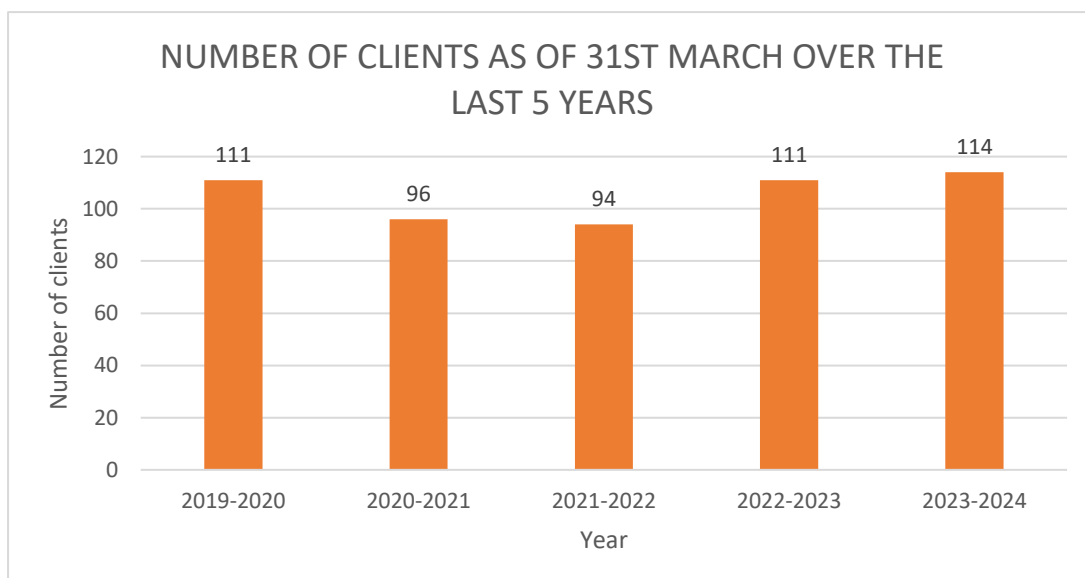
Total number of clients at Weekenders Club as at 31st March 2024: **114**

132 clients accessed the service during 2023-2024.

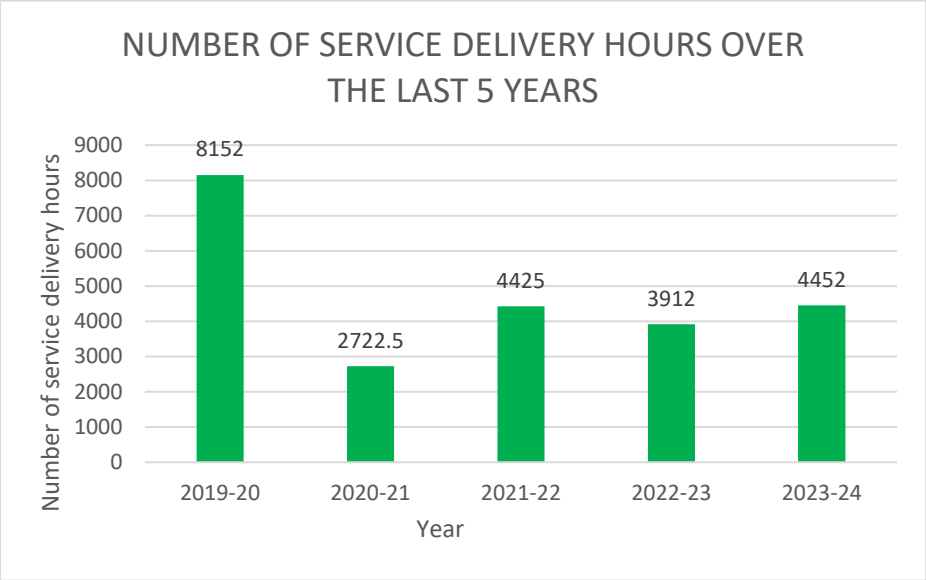
Number of new clients who joined the scheme during this year: **22**

Number of clients who left the scheme during this year: **22 (8 of these joined and left in the same financial year)**

The following chart shows a comparison for number of clients with the previous 4 years:



Between 1st April 2023 – 31st March 2024 Weekenders Club provided **4,452** hours of short breaks in total.

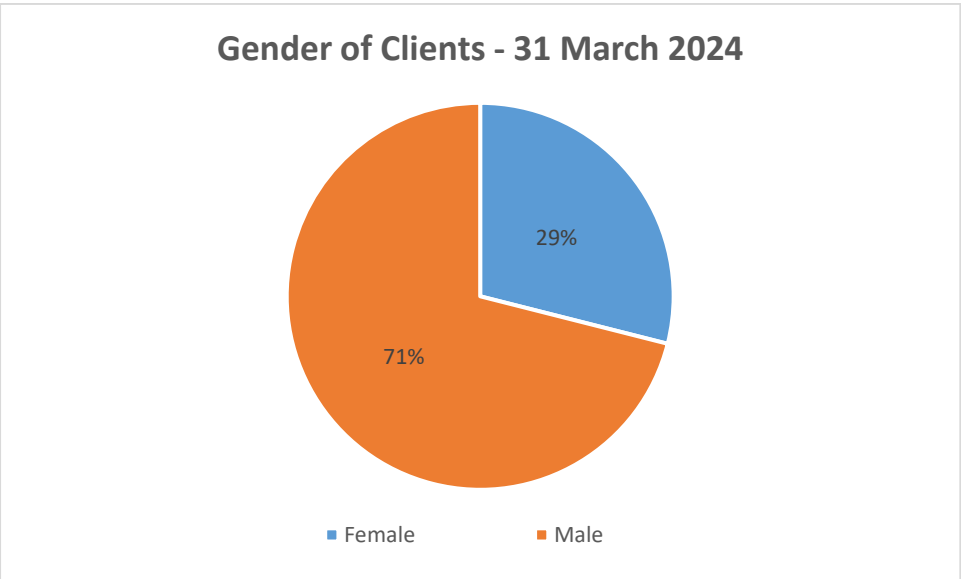


Waiting List

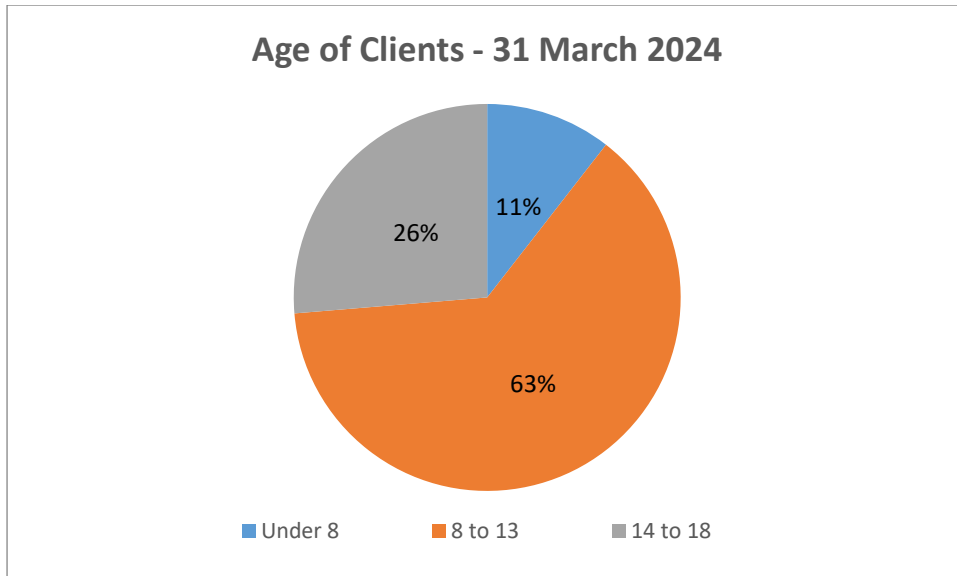
As of the 31st of March 2024, there were 18 clients on our waiting list and the demand has increased significantly. We aim to get back to maximum capacity of clients in 2024-2025 to reduce our waiting list.

Client Stats

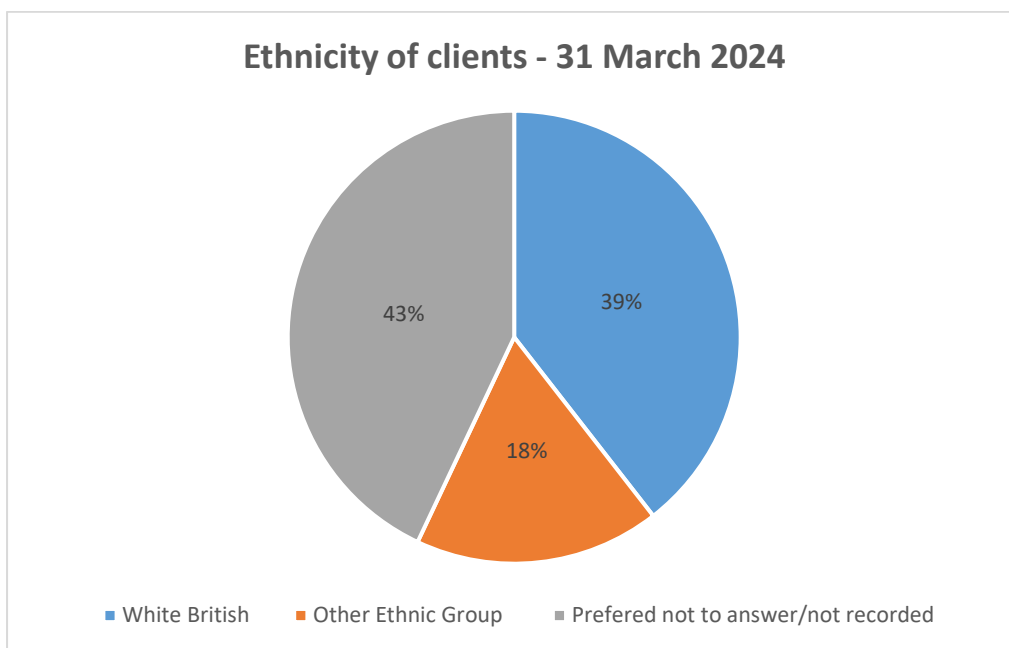
Gender of our clients at the end of March 2024



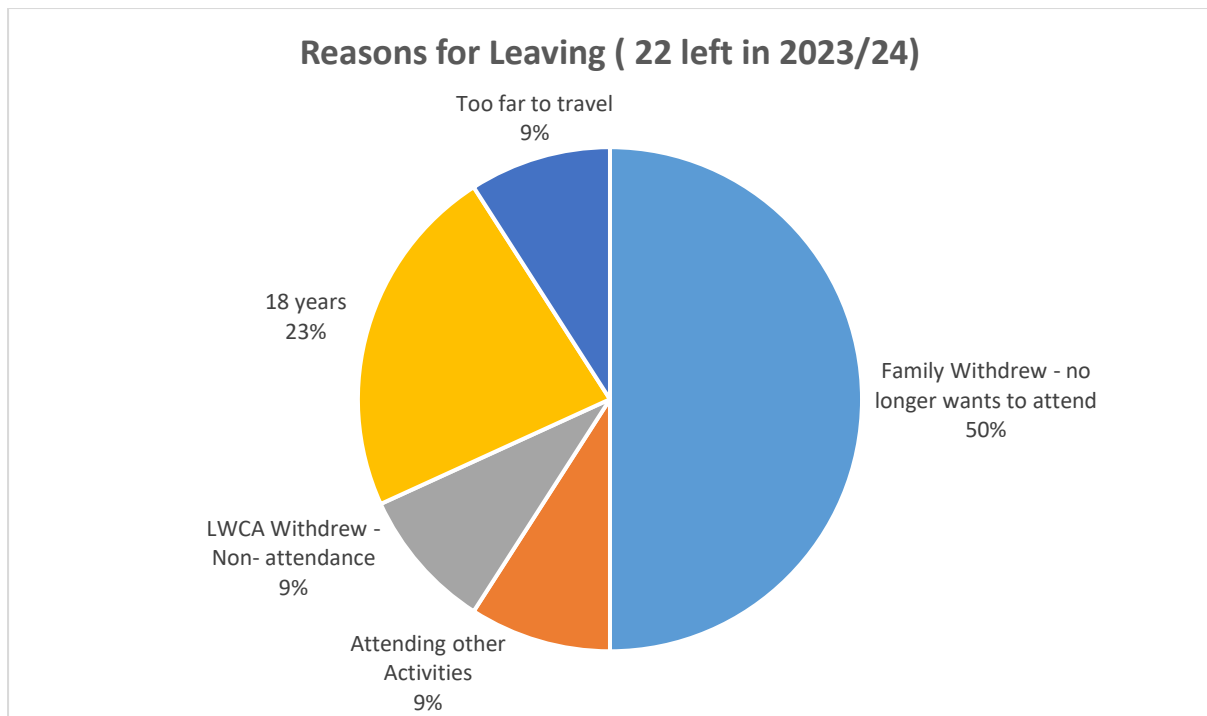
Our client age range at the end of March 2024



Ethnicity of clients at the end of March 2024



Reasons for Leaving 2023-2024



“Weekenders Showcase of Activities”



Here are some of the wonderful pieces of artwork made at the scheme!





We usually organise around four events per month for the teens who attend the Out and About Project. This is anything from bowling, climbing, cinema, eating out, snooker, theatre, full days out in the school holidays, trampolining; basically, anything teens would like to do!

Client Statistics

1st April 2023– 31st March 2024

Number of clients attending Out & About as at 31st March 2024: **34 clients**

45 clients accessed the service during 2023-2024.

Number of new clients who joined the scheme during this year: **7**

Number of clients who left the scheme during this year: **18**

Service delivery hours - **1,704 hours.**

Here are all 65 trips which the Out & About Project's enjoyed during April-March 2023-2024!

EVENT	No. OF EVENTS IN THE YEAR
Bowling & Food	12
Mencap Night In	24
Puttstars Golf	4
Cinema & McDonalds	0
Panto(Robin Hood)	1
Theatre	3
Forbidden Corner	1
Gravity	4
Snooker	4
Laserzone	4
Yorkshire Wildlife	1
Stockeld Xmas Adventure	1
Clip 'n' Climb	2
Park & Picnic	1
Circus Zyair	1
Ninja Warriors	2

"Here we have captured some of our memorable moments at the Out & About Project during 2023-2024."



Financial Information

Statement of Financial Activities for the Year Ended 31 March 2024

	<u>Note</u>	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2024</u> £	<u>Total 2023</u> £
INCOME					
Contributions & donations		59,037	-	59,037	37,625
Client fees		24,662	-	24,662	20,383
Grants	1	157,581	-	157,581	157,581
Bank interest & sundry income		<u>6,295</u>	<u>-</u>	<u>6,295</u>	<u>747</u>
TOTAL INCOME		247,575	-	247,575	216,336
EXPENDITURE					
Raising funds		19,127	-	19,127	19,728
Charitable activities		143,362	-	143,362	118,577
Other		<u>51,749</u>	<u>-</u>	<u>51,749</u>	<u>51,630</u>
TOTAL EXPENDITURE	2	214,238	-	214,238	189,935
NET INCOME		33,337	-	33,337	26,401
Balance brought forward at 1 April 2023		300,262	-	300,262	273,861
Fund transfer		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Balance carried forward at 31 March 2024		<u><u>333,599</u></u>	<u><u>-</u></u>	<u><u>333,599</u></u>	<u><u>300,262</u></u>

The statement of financial activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

Balance Sheet as at 31 March 2024

		<u>2024</u>		<u>2023</u>	
	<u>Note</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Fixed Assets					
Tangible assets	3		500		500
Current Assets					
Debtors and prepayments		493		705	
Short term bank deposits		185,685		42,098	
Cash at bank and in hand		<u>149,472</u>	<u>335,650</u>	<u>260,205</u>	<u>303,008</u>
			336,150		303,508
Creditors: Amounts falling due					
within one year			2,551		3,246
Net assets			<u>333,599</u>		<u>300,262</u>
Unrestricted funds			333,599		300,262
Restricted funds			—		—
Total funds			<u>333,599</u>		<u>300,262</u>

Notes to the Financial Activities for the Year Ended 31 March 2024

Note 1. Grants

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2024</u> £	<u>Total</u> <u>2023</u> £
Leeds Social Services	157,581	-	157,581	157,581
Total	<u>157,581</u>	<u>-</u>	<u>157,581</u>	<u>157,581</u>

Note 2. Expenditure

	<u>Raising</u> <u>Funds</u> £	<u>Charitable</u> <u>Activities</u> £	<u>Support</u> <u>Costs</u> £	<u>Total</u> <u>2024</u> £	<u>Total</u> <u>2023</u> £
Staff costs & volunteer expenses	16,680	102,964	40,522	160,166	139,876
Rent & rates	1,060	15,878	4,241	21,179	17,924
Training	-	-	-	-	1,305
Scheme costs, events & travel	-	24,520	-	24,520	16,718
Audit & accountancy	-	-	1,440	1,440	1,440
Depreciation	-	-	-	-	692
Office costs	<u>1,387</u>	<u>-</u>	<u>5,546</u>	<u>6,933</u>	<u>11,980</u>
	<u>19,127</u>	<u>143,362</u>	<u>51,749</u>	<u>214,238</u>	<u>189,935</u>

Note 3. Tangible fixed assets

	<u>Office</u> <u>Equipment</u> £	<u>Toys &</u> <u>Resources</u> £	<u>Total</u> £
Cost			
At 1 April 2023	8,052	8,443	16,495
Additions in year	-	-	-
Disposals in year	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2024	<u>8,052</u>	<u>8,443</u>	<u>16,495</u>

Continued/...

Depreciation

At 1 April 2023	7,552	8,443	15,995
Charge for year	-	-	-
Eliminated on disposal	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2024	<u>7,552</u>	<u>8,443</u>	<u>15,995</u>
Net book value at 31 March 2024	<u>500</u>	<u>-</u>	<u>500</u>
Net book value at 31 March 2023	<u>500</u>	<u>-</u>	<u>500</u>

Leeds Weekend Care Association Limited

(A company limited by guarantee)

Registered Charity Number 1077162

Company Number 3827833

Annual Report and Financial Statements

For The Year Ended 31 March 2024

Leeds Weekend Care Association Limited

Registered Charity Number 1077162

Index to the Financial Statements

For The Year Ended 31 March 2024

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10	Balance Sheet
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Leeds Weekend Care Association Limited

Legal and Administrative Information

For The Year Ended 31 March 2024

Status

The organisation is a charitable company limited by guarantee.

Executive Management Committee

Richard Hewson	Chairperson
David Bossingham	Treasurer
Georgina Nijjar	Secretary
Caroline Bond	Trustee
Ellie Brown	Trustee (Temporary maternity leave from August 2023)
Marianne Hewitt	Trustee
Adam Barclay	Trustee
Hafsa Sharif	Trustee

Registered Office

Suite 4, Gledhow Mount Mansion
Roxholme Grove
Leeds
LS7 4JJ

Reporting Accountants

Farrar Smith Chartered Accountants
Unit 11, Fusion Court
Aberford Road
Garforth
Leeds
LS25 2GH

Leeds Weekend Care Association Limited

Report of the Management Committee

For The Year Ended 31 March 2024

The management committee presents its annual report together with the financial statements of the charity for the year ended 31 March 2024.

Our Mission

Leeds Weekend Care Association (Weekenders Club) is a local independent charity with one aim: -

To make a positive difference to the lives of disabled children and teenagers in Leeds.

Our Purpose

- To deliver safe, fun, exciting, inclusive activities, and environments.
- To encourage friendship, independence, exploration and understanding.
- To provide a much-needed break for parents and caregivers.
- To recruit, retain and train enthusiastic, energetic, and experienced staff.
- To advocate for those whose voice is often ignored or not heard.
- To build a community that welcomes and celebrates difference.

Our Guiding Principles

- To improve the lives of families with disabled children and young people.
- To recognise and understand the needs of parents and carers and to work closely with them in shaping and delivering our services.
- To encourage a positive approach to children and young people with disabilities on our projects and in the wider community.
- To promote the recognition of young people with disabilities as important and integral members of society.
- To provide equality of provision and access to service users regardless of disability, gender, ethnic origin, skin colour, race, religion, or sexual orientation.
- To provide a positive, developmental environment for all our staff and volunteers.

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 13 August 1999, and registered as a charity on 25 August 1999. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and Appointment of Management Committee

The members of the Executive Management Committee are also charity trustees for the purposes of charity law and under the company's Articles. Existing members are required to be re-elected at the Annual General Meeting. Throughout the year, any prospective members are nominated through the monthly management committee meetings.

Some trustees are parents of children with disabilities and therefore have experience of the difficulties families face in finding suitable respite care. Trustees are encouraged to incorporate their accumulated skills and experience from personal and work-related backgrounds and bring it to the organisation. Associate Committee Members are encouraged to attend the management committee meetings and are people who have, or have previously had, an interest in the charity through their employment in other agencies relating to social care of young people, respite for families and the issues surrounding disability. Associate members do not have voting rights; however, the knowledge and expertise they bring is invaluable; making contributions to discussions as well as aiding us to forge links with outside agencies who are involved in similar work. The management committee welcomes associate members who may not be able to attend management committee meetings on a regular basis but are interested in helping to fundraise for the organisation.

Members of the management committee who served during the year and up to the date of this report are set out on page 1.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2024

Trustee Induction and Training

Some trustees are active in aspects of the day-to-day organisation of LWCA. Trustees also have a role to play in disciplinary matters and complaints. One of our trustees is (as of June 2023) appointed as the designated Safeguarding Officer on the board and provides support to the Senior Play Leader who is our operational Safeguarding Officer. Those in safeguarding roles have undergone the necessary and appropriate training. Committee members are invited to attend training courses to assist in the smooth running and efficiency of the management committee, ensuring that the skills and experience of individual members is shared to the benefit of the organisation.

Risk Management

The management committee has conducted its own review of the major risks to which the charity is exposed, and systems have been developed to mitigate those risks. Internal control risks are minimised by the implementation of procedures for authorisation of material transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients, and visitors to the projects.

Organisational Structure

Leeds Weekend Care Association has a management committee which meets every two months with additional meetings for the AGM in July and budget setting in February. The committee is responsible for the strategic direction and policy of the charity. At present the Trustees are from a variety of professional and personal backgrounds relevant to the work of the charity. From time to time, it is necessary to invite guests to management committee meetings to inform the committee on Government policy changes, new initiatives, or new funding.

The Short Breaks Services Manager takes responsibility for the day-to-day operational management of the organisation. This role is part-time (25 hours per week). The role includes the supervision of the Office Manager, Office Assistant and Senior Play Leader. The part-time Office Manager (30 hours per week) supports the afore-mentioned team in the provision of quality short breaks services for children with disabilities between the ages of 5 and 18 years.

The main project is the Weekenders Club Play Scheme for children between the ages of 5 and 13 years. The play scheme operates 47 Saturdays per year. Teen Scene operates within the Weekenders Club Play Scheme for young people between the ages of 14 and 18 years. One Saturday a month is dedicated to them. The Senior Play Leader is in charge on site on Saturdays and is supported by two Deputy Play Leaders as well as a Senior Care Worker, Care Workers, and volunteers.

There is a group leader for the smaller LWCA project; the “Out and About Project” for teenagers with inclusive needs, supported by the Short Breaks Services Manager. The age range in this project is 14-18 years.

Those young people who fall into the 14–18-year-old category will, according to their individual needs, either be placed on site in the Teen Scene group or, subject to being able to meet their needs, may join the Out and About Project which accesses social and leisure facilities (off-site) in the local community. Our Weekenders Club play scheme venue has been at Queenswood Education Centre in Leeds 6 since 2012, but moved to new premises on 1st June 2024

Objectives and Activities

Leeds Weekend Care Association is a local, independent charity with these aims: -

Our Mission Statement

To make a positive difference to the lives of disabled children and teenagers within the Leeds area by providing innovative leisure activities and top-quality care.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2024

Our Objectives

Leeds Weekend Care Association purpose is: -

- To deliver safe, fun, exciting, inclusive activities, and environments
- To encourage friendship, independence, exploration and understanding
- To provide a much-needed break for parents and caregivers.
- To recruit, retain and train enthusiastic, energetic, and experienced staff.
- To advocate for those whose voice is often ignored or not heard.
- To build a community that welcomes and celebrates difference.

Our Guiding Principles

- To improve the lives of families with disabled children and young people.
- To recognise and understand the needs of parents and carers and to work closely with them in shaping and delivering our services.
- To encourage a positive approach to children and young people with disabilities on our projects and in the wider community.
- To promote the recognition of young people with disabilities as important and integral members of society.
- To provide equality of provision and access to service users regardless of disability, gender, ethnic origin, skin colour, race, religion, or sexual orientation.
- To provide a positive, developmental environment for all our staff and volunteers.

Our Values

Our values underpin how we work as an organisation, and as individuals within it.

Fun - We believe that having fun and making friends is fundamental to a person's happiness. Fun is a release. It provides freedom, enjoyment, fulfilment, and connection.

High Quality - We provide safe, creative, exciting, collaborative spaces/experiences for our children, staff, and volunteers. We always strive to be and do better.

Inclusive - We support, value, and respect each other. Shared values and goals help everyone reach their full potential.

A Can-Do Attitude - We focus on what our children, staff and volunteers can do. By recognising and celebrating achievements, big and small, we empower individuals and our community.

Honesty - We take responsibility for our successes and failures. We are open to what is possible, not afraid to fail, and we learn quickly.

Achievements and Performance of Short Breaks

The main areas of charitable activity are in the provision of short breaks for children with disabilities, including those with complex care needs.

During 2023-24 Weekenders Club continued to operate half-day sessions each Saturday, splitting the sessions into a morning session and an afternoon session, with 15 clients attending each session for 3 hours. We delivered a total of 4,452 service delivery hours for Weekenders Club. Leeds City Council understand our restricted activity, unable to return to full day sessions due to the high needs of our client group and acknowledge the hard work and commitment of our staff and volunteers.

Weekenders Club was awarded a contract of £140,000 from Leeds City Council covering the period April 2023 to March 2024. The Out and About Club was awarded a grant of £17,581.38 from Leeds City Council covering the period April 2023 to March 2024.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2024

Out and About Project: At the end of the year 2023/24, we had 34 young people attending; the target is 30 but we have some margin of flexibility to increase this. 18 clients left during 2023/24, and 7 new clients started during the year. There was no waiting list. Service delivery hours for the Out and About Project was 1,704 and this was achieved from 65 events. The target number of service delivery hours was 1,518. Exceeding the target was engineered to meet the growing demand for the provision.

Weekenders Club: At the end of the year 2023/24, we had 114 children attending Weekenders Club (the target was 120). A total of 22 clients left during 2023/24 (8 of whom joined and left during the same financial period). A total of 22 new children started during the year. The Weekenders Club operates a waiting list system. At the end of the year there were 18 families on the waiting list. Our intention is to keep the waiting list low. A panel meeting is held every six weeks (TADAR) to present applications and ensure each child/young person's needs are considered, with an outcome that they are either allocated to the waiting list or referred on to a different placement to ensure equity, within a structured procedure.

WEEKENDERS CLUB ACTIVITY TABLE FROM 2010-11

Year	Hours Delivered	Target Hours	Over/Under Delivery
2010-11	11,637.5	11,000.0	637.5
2011-12	11,949.0	11,000.0	949.0
2012-13	10,695.0	11,000.0	-305.0
2013-14	11,765.0	11,000.0	765.0
2014-15	11,427.0	11,000.0	427.0
2015-16	10,601.5	11,000.0	-398.5
2016-17	10,212.0	11,000.0	-788.0
2017-18	10,017.0	11,960.0	-1,943.0
2018-19	10,400.0	10,387.0	13.0
2019-20	8,152.0	9,776.0	-1,624.0
2020-21	2,722.5	9,165.0	-6,422.5
2021-22	4,425.0	9,165.0	-4,730.0
2022-23	3,192.0	7,866.0	-4,674.0
2023-24	4,452.0	7,866.0	-3,414.0
Total after 14 years	121,647.50		

* Since 2010/11 we have produced an average of 8,689 service delivery hours per annum.

The table demonstrates the impact of the changing supervision needs of our clients over recent years as well as the reduction from a full-day service to 3-hour sessions. At the beginning of the above record (2010-11), 29% of our clients were assessed as needing 1:1 supervision. Currently, 92% of our cohort of registered children at Weekenders Club are assessed as needing 1:1 supervision. Although operating a 'group model' the reality is the majority of our children have a diagnosis of autism and individual care is a necessity. Leeds City Council acknowledge the shortfall in target service delivery hours, and the restriction on numbers, and has since provided a more realistic target for the service.

The Weekenders Club play scheme and the Out and About Project are funded by the Leeds City Council Children's Services in two parts in advance: April and October.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2024

Financial Review

Weekenders Club was awarded a contract of £140,000 for 2023/24. Leeds City Council are currently reviewing their contracts for all short breaks providers in Leeds and have taken the decision to grant 6 months' funding for Weekenders Club based on the existing contract; up to 30 September 2024 (£70,000.00 to be paid in April 2024). The options are to retender or to extend the existing contract to the end of the financial year 2024/25.

The Out and About Project was awarded a grant of £17,581.38 for 2023/24. The Leeds City Council grant agreement for the Out and About Project states this grant will end 31/03/2024. As with Weekenders Club, the grant for the Out and About Project was agreed for 6 months only, up to 30 September 2024 with a slight increase from the previous year to £9,394.18 for 6 months' funding (compared with £8,790.69 in 2023/24); a difference of £603.49.

A significant proportion of incoming resources pay for staffing costs. The high staff to children ratio makes this an inevitable expense, our children now being supervised on a 1:1 staffing ratio (for Weekenders Club). This is because the children referred to us have significant disabilities, both behavioural and health, which is managed with intensified supervision and appropriate training.

Donations and fundraising during 2023/24 amounted to £59,024.65. The largest percentage of this additional income was from trusts, representing over 95% of donations. Our freelance fundraiser, through contacting trusts with our appeal letter, has reaped the highest income during 2023/24 from donations in the history of our charity.

Principal Funding Sources

Weekenders Club (and the subsidiary project, Teen Scene) and the Out and About Project are the two projects operating in the year 2023/24. Fees from parents/carers for the Weekenders Club are reviewed annually. For 2023/24 there was a slight increase from the previous four years; from £11 per 3-hour session to £12.00 per session. Fees represent a nominal contribution which becomes part of our unrestricted funding. The Out and About Project also has a family contribution system to represent a proportion of the cost of each outing. This contribution varies according to the type of event. Youth Club nights at The Vinery for 2½ hours are the least, costing £12.00 and the most expensive was a full day out at The Forbidden Corner at a cost to families of £24.00. We plan to keep these contributions stable in 2024/25 in recognition of the rising cost of living.

Reserves policy

The management committee maintains reserves such that there are sufficient finances available to maintain the short-term running of its current activities in the event of a sudden decline or cessation of its funding. The level of reserves held should allow sufficient time for the management committee to find alternative sources of funding. We estimate 6 months running costs would be £110,000.00 and therefore this figure is representative of our reserves.

Plans for Future Periods

Our longevity is based on our ability to adapt to the ever-changing backdrop of social care and possible further cuts along with rising inflation will unavoidably affect our service. As we are anticipating a reduction in Council funding, alongside an increased need in the city for respite care, particularly at the weekends and during school holidays, and an intensity in need in individual clients referred to us, we will continue to use the services of our freelance Grants and Trusts Fundraiser who works for LWCA on a piecemeal basis, sending out appeal letters to trusts and foundations.

Our funding from Leeds City Council for the first half of 2024/25 will be: **Weekenders Club £70,000** and **Out and About Project £9,394.18**; paid April 2024.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For the Year Ended 31 March 2024

Plans for Future Periods – Cont'd

Leeds City Council are keen on targeted short breaks for Weekenders Club to come under a contract framework rather than a grant. This would mean, rather than making a grant application each year, Weekenders Club would bid for a longer-term contract; with the facility to grant year on year extensions. The Out and About Project will be under grant, rather than contract conditions. The significant difference between a grant and a contract is that a contract will be prescriptive and LWCA would need to meet the criteria presented. The grant system is an opportunity for LWCA to present a model of the service and Leeds City Council make the decision on whether they are willing to fund what we offer. The advantage of a contract is that we have security for multiple years with the opportunity to budget beyond one year. The advantage of the grant is that LWCA have more autonomy in the model of service.

We are currently operating half-day sessions (3-hours) at the Weekenders Club play scheme. One of our priorities for 2024/25 is to continue to reduce the client waiting list and operate at maximum capacity; 15 children and young people at each session. We will continue to increase the strength of the staff team, ensuring that we have sufficient numbers of volunteers in our volunteer program to replace experienced staff as they leave, whilst maintaining a core team to support new staff and volunteers.

Key to our operation is a suitable venue to run our Weekenders Club playscheme from. Our site at Queenswood Education Centre, Leeds 6 (formerly Vine College), a building owned by Leeds City Council, became unavailable to us. We learnt, in February 2024, that we had to find an alternative venue, with little notice. We have since secured a site at The Vinery Centre, Leeds 9, (owned by Leeds Mencap) and moved into their purpose-built community hub on 1st June 2024. This is a much-improved environment for our children and young people, with a variety of place spaces, soft play area, safe outdoor space and a popular, well-equipped large, sensory room.

Responsibilities of the management committee

Company law requires the management committee to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the management committee is required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 charity will continue in operation.

The management committee is responsible for keeping proper accounting records, which disclose, with reasonable accuracy, the financial position of the charity and which enable them to ensure that the financial statements comply with applicable laws and regulations. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the management committee by:



.....
Richard Hewson
Chairperson

Dated : 15 July 2024

Leeds Weekend Care Association Limited
Independent Examiner's Report to the Members of
Leeds Weekend Care Association Limited
For The Year Ended 31 March 2024

We report on the accounts of the company for the year ended 31 March 2024, which are set out on pages 9 to 14.

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 ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

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

Basis of independent examiner's report

Our 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 statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us 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 our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Farrar Smith Chartered Accountants
Unit 11, Fusion Court
Aberford Road
Leeds
LS25 2GH

Dated: 15 July 2024

Leeds Weekend Care Association Limited

Statement of Financial Activities
For The Year Ended 31 March 2024

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2024</u> £	<u>Total</u> <u>2023</u> £
INCOME					
Contributions & donations	2	59,037	-	59,037	37,625
Client fees	2	24,662	-	24,662	20,383
Grants	3	157,581	-	157,581	157,581
Bank interest & sundry income		<u>6,295</u>	<u>-</u>	<u>6,295</u>	<u>747</u>
TOTAL INCOME		247,575	-	247,575	216,336
EXPENDITURE					
Raising funds		19,127	-	19,127	19,728
Charitable activities		143,362	-	143,362	118,577
Other		<u>51,749</u>	<u>-</u>	<u>51,749</u>	<u>51,630</u>
TOTAL EXPENDITURE	4	214,238	-	214,238	189,935
NET INCOME		33,337	-	33,337	26,401
Balance brought forward at 1 April 2023		300,262	-	300,262	273,861
Fund transfer		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Balance carried forward at 31 March 2024		<u>333,599</u>	<u>-</u>	<u>333,599</u>	<u>300,262</u>

The statement of financial activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

Leeds Weekend Care Association Limited

Balance Sheet as at 31 March 2024

	<u>Note</u>	<u>2024</u>	<u>2023</u>
		£	£
Fixed Assets			
Tangible assets	9	500	500
Current Assets			
Debtors and prepayments	10	493	705
Short term bank deposits		185,685	42,098
Cash at bank and in hand		<u>149,472</u>	<u>260,205</u>
		335,650	303,008
		336,150	303,508
Creditors: Amounts falling due within one year	11	2,551	3,246
		_____	_____
Net assets		<u>333,599</u>	<u>300,262</u>
Unrestricted funds		333,599	300,262
Restricted funds		_____	_____
Total funds	12	<u>333,599</u>	<u>300,262</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

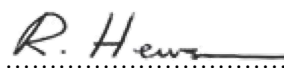
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 386 & 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 & 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

Signed on behalf of the management committee by:

.....

Richard Hewson
Trustee

Dated: 15 July 2024

Leeds Weekend Care Association Limited

Notes to the Financial Statements

For The Year Ended 31 March 2024

Note 1. Accounting Policies

General

Basis of preparation

The financial statements have been prepared in accordance with 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), issued October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources Expended

All expenditure is included on an accruals basis and has been classified under 'Natural' headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Grants

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Depreciation Policy

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which is estimated at 4 years for Office Equipment and 3 years for Toys and Resources.

Fund Accounting

Unrestricted funds are incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Note 2. Donations and similar incoming resources

	2024	2023
	£	£
Contributions & donations	59,037	37,625
Client fees & private funding	<u>24,662</u>	<u>20,383</u>
	<u>83,699</u>	<u>74,832</u>

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2024

Note 3. Grants

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>2024</u>	<u>2023</u>
	£	£	£	£
Leeds Social Services	157,581	-	157,581	157,581
Total	157,581	-	157,581	157,581

Note 4. Expenditure

	<u>Raising</u>	<u>Charitable</u>	<u>Support</u>	<u>Total</u>	<u>Total</u>
	<u>Funds</u>	<u>Activities</u>	<u>Costs</u>	<u>2024</u>	<u>2023</u>
	£	£	£	£	£
Staff costs & volunteer expenses	16,680	102,964	40,522	160,166	139,876
Rent & rates	1,060	15,878	4,241	21,179	17,924
Training	-	-	-	-	1,305
Scheme costs, events & travel	-	24,520	-	24,520	16,718
Audit & accountancy	-	-	1,440	1,440	1,440
Depreciation	-	-	-	-	692
Office costs	1,387	-	5,546	6,933	11,980
	19,127	143,362	51,749	214,238	189,935

Note 5. Net incoming resources for the year

	<u>2024</u>	<u>2023</u>
	£	£
This is stated after charging		
Depreciation	-	692
Independent examiners remuneration	1,440	1,440
	1,440	2,132

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2024

Note 6. Staff costs

Staff costs were as follows

	<u>2024</u>	<u>2023</u>
	£	£
Salaries, wages & expenses	154,865	135,887
Pension contributions	3,945	3,355
ISA & CRB checking fees	647	619
Social security costs	709	15
	<u>160,166</u>	<u>139,876</u>

Note 7. Staff Numbers

The average monthly headcount was 25 staff.

No employee received emoluments of more than £60,000 during the year.

Note 8. Trustee Remuneration and Related Party Transactions

No members of the management committee received any remuneration or travel expenses during the year.

Note 9. Tangible fixed assets

	<u>Office Equipment</u>	<u>Toys & Resources</u>	<u>Total</u>
	£	£	£
Cost			
At 1 April 2023	8,052	8,443	16,495
Additions in year	-	-	-
Disposals in year	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2024	<u>8,052</u>	<u>8,443</u>	<u>16,495</u>
Depreciation			
At 1 April 2023	7,552	8,443	15,995
Charge for year	-	-	-
Eliminated on disposal	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2024	<u>7,552</u>	<u>8,443</u>	<u>15,995</u>
Net book value at 31 March 2024	<u>500</u>	<u>-</u>	<u>500</u>
Net book value at 31 March 2023	<u>500</u>	<u>-</u>	<u>500</u>

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2024

Note 10. Debtors and prepayments

	<u>2024</u>	<u>2023</u>
	£	£
Accounts receivable	93	305
Prepayments	<u>400</u>	<u>400</u>
	<u>493</u>	<u>705</u>

Note 11. Creditors : Amounts falling due within one year

	<u>2024</u>	<u>2023</u>
	£	£
Other Creditors	1,111	1,806
Accrued expenses	<u>1,440</u>	<u>1,440</u>
	<u>2,551</u>	<u>3,246</u>

Note 12. Movements in funds

	<u>At 1 April</u>	<u>Fund</u>	<u>Income</u>	<u>Expenditure</u>	<u>At 31 March</u>
	<u>2023</u>	<u>Transfer</u>			<u>2024</u>
	£	£	£	£	£
Unrestricted funds	300,262	-	247,575	(214,238)	333,599
Restricted funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total funds	<u>300,262</u>	<u>-</u>	<u>247,575</u>	<u>(214,238)</u>	<u>333,599</u>

Note 13. Taxation

As a registered charity the Association is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Leeds Weekend Care Association Limited

(A company limited by guarantee)

Registered Charity Number 1077162

Company Number 3827833

Annual Report and Financial Statements

For The Year Ended 31 March 2024

Leeds Weekend Care Association Limited

Registered Charity Number 1077162

Index to the Financial Statements

For The Year Ended 31 March 2024

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Leeds Weekend Care Association Limited

Legal and Administrative Information

For The Year Ended 31 March 2024

Status

The organisation is a charitable company limited by guarantee.

Executive Management Committee

Richard Hewson	Chairperson
David Bossingham	Treasurer
Georgina Nijjar	Secretary
Caroline Bond	Trustee
Ellie Brown	Trustee (Temporary maternity leave from August 2023)
Marianne Hewitt	Trustee
Adam Barclay	Trustee
Hafsa Sharif	Trustee

Registered Office

Suite 4, Gledhow Mount Mansion
Roxholme Grove
Leeds
LS7 4JJ

Reporting Accountants

Farrar Smith Chartered Accountants
Unit 11, Fusion Court
Aberford Road
Garforth
Leeds
LS25 2GH

Leeds Weekend Care Association Limited

Report of the Management Committee

For The Year Ended 31 March 2024

The management committee presents its annual report together with the financial statements of the charity for the year ended 31 March 2024.

Our Mission

Leeds Weekend Care Association (Weekenders Club) is a local independent charity with one aim: -

To make a positive difference to the lives of disabled children and teenagers in Leeds.

Our Purpose

- To deliver safe, fun, exciting, inclusive activities, and environments.
- To encourage friendship, independence, exploration and understanding.
- To provide a much-needed break for parents and caregivers.
- To recruit, retain and train enthusiastic, energetic, and experienced staff.
- To advocate for those whose voice is often ignored or not heard.
- To build a community that welcomes and celebrates difference.

Our Guiding Principles

- To improve the lives of families with disabled children and young people.
- To recognise and understand the needs of parents and carers and to work closely with them in shaping and delivering our services.
- To encourage a positive approach to children and young people with disabilities on our projects and in the wider community.
- To promote the recognition of young people with disabilities as important and integral members of society.
- To provide equality of provision and access to service users regardless of disability, gender, ethnic origin, skin colour, race, religion, or sexual orientation.
- To provide a positive, developmental environment for all our staff and volunteers.

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 13 August 1999, and registered as a charity on 25 August 1999. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and Appointment of Management Committee

The members of the Executive Management Committee are also charity trustees for the purposes of charity law and under the company's Articles. Existing members are required to be re-elected at the Annual General Meeting. Throughout the year, any prospective members are nominated through the monthly management committee meetings.

Some trustees are parents of children with disabilities and therefore have experience of the difficulties families face in finding suitable respite care. Trustees are encouraged to incorporate their accumulated skills and experience from personal and work-related backgrounds and bring it to the organisation. Associate Committee Members are encouraged to attend the management committee meetings and are people who have, or have previously had, an interest in the charity through their employment in other agencies relating to social care of young people, respite for families and the issues surrounding disability. Associate members do not have voting rights; however, the knowledge and expertise they bring is invaluable; making contributions to discussions as well as aiding us to forge links with outside agencies who are involved in similar work. The management committee welcomes associate members who may not be able to attend management committee meetings on a regular basis but are interested in helping to fundraise for the organisation.

Members of the management committee who served during the year and up to the date of this report are set out on page 1.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2024

Trustee Induction and Training

Some trustees are active in aspects of the day-to-day organisation of LWCA. Trustees also have a role to play in disciplinary matters and complaints. One of our trustees is (as of June 2023) appointed as the designated Safeguarding Officer on the board and provides support to the Senior Play Leader who is our operational Safeguarding Officer. Those in safeguarding roles have undergone the necessary and appropriate training. Committee members are invited to attend training courses to assist in the smooth running and efficiency of the management committee, ensuring that the skills and experience of individual members is shared to the benefit of the organisation.

Risk Management

The management committee has conducted its own review of the major risks to which the charity is exposed, and systems have been developed to mitigate those risks. Internal control risks are minimised by the implementation of procedures for authorisation of material transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients, and visitors to the projects.

Organisational Structure

Leeds Weekend Care Association has a management committee which meets every two months with additional meetings for the AGM in July and budget setting in February. The committee is responsible for the strategic direction and policy of the charity. At present the Trustees are from a variety of professional and personal backgrounds relevant to the work of the charity. From time to time, it is necessary to invite guests to management committee meetings to inform the committee on Government policy changes, new initiatives, or new funding.

The Short Breaks Services Manager takes responsibility for the day-to-day operational management of the organisation. This role is part-time (25 hours per week). The role includes the supervision of the Office Manager, Office Assistant and Senior Play Leader. The part-time Office Manager (30 hours per week) supports the afore-mentioned team in the provision of quality short breaks services for children with disabilities between the ages of 5 and 18 years.

The main project is the Weekenders Club Play Scheme for children between the ages of 5 and 13 years. The play scheme operates 47 Saturdays per year. Teen Scene operates within the Weekenders Club Play Scheme for young people between the ages of 14 and 18 years. One Saturday a month is dedicated to them. The Senior Play Leader is in charge on site on Saturdays and is supported by two Deputy Play Leaders as well as a Senior Care Worker, Care Workers, and volunteers.

There is a group leader for the smaller LWCA project; the “Out and About Project” for teenagers with inclusive needs, supported by the Short Breaks Services Manager. The age range in this project is 14-18 years.

Those young people who fall into the 14–18-year-old category will, according to their individual needs, either be placed on site in the Teen Scene group or, subject to being able to meet their needs, may join the Out and About Project which accesses social and leisure facilities (off-site) in the local community. Our Weekenders Club play scheme venue has been at Queenswood Education Centre in Leeds 6 since 2012, but moved to new premises on 1st June 2024

Objectives and Activities

Leeds Weekend Care Association is a local, independent charity with these aims: -

Our Mission Statement

To make a positive difference to the lives of disabled children and teenagers within the Leeds area by providing innovative leisure activities and top-quality care.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2024

Our Objectives

Leeds Weekend Care Association purpose is: -

- To deliver safe, fun, exciting, inclusive activities, and environments
- To encourage friendship, independence, exploration and understanding
- To provide a much-needed break for parents and caregivers.
- To recruit, retain and train enthusiastic, energetic, and experienced staff.
- To advocate for those whose voice is often ignored or not heard.
- To build a community that welcomes and celebrates difference.

Our Guiding Principles

- To improve the lives of families with disabled children and young people.
- To recognise and understand the needs of parents and carers and to work closely with them in shaping and delivering our services.
- To encourage a positive approach to children and young people with disabilities on our projects and in the wider community.
- To promote the recognition of young people with disabilities as important and integral members of society.
- To provide equality of provision and access to service users regardless of disability, gender, ethnic origin, skin colour, race, religion, or sexual orientation.
- To provide a positive, developmental environment for all our staff and volunteers.

Our Values

Our values underpin how we work as an organisation, and as individuals within it.

Fun - We believe that having fun and making friends is fundamental to a person's happiness. Fun is a release. It provides freedom, enjoyment, fulfilment, and connection.

High Quality - We provide safe, creative, exciting, collaborative spaces/experiences for our children, staff, and volunteers. We always strive to be and do better.

Inclusive - We support, value, and respect each other. Shared values and goals help everyone reach their full potential.

A Can-Do Attitude - We focus on what our children, staff and volunteers can do. By recognising and celebrating achievements, big and small, we empower individuals and our community.

Honesty - We take responsibility for our successes and failures. We are open to what is possible, not afraid to fail, and we learn quickly.

Achievements and Performance of Short Breaks

The main areas of charitable activity are in the provision of short breaks for children with disabilities, including those with complex care needs.

During 2023-24 Weekenders Club continued to operate half-day sessions each Saturday, splitting the sessions into a morning session and an afternoon session, with 15 clients attending each session for 3 hours. We delivered a total of 4,452 service delivery hours for Weekenders Club. Leeds City Council understand our restricted activity, unable to return to full day sessions due to the high needs of our client group and acknowledge the hard work and commitment of our staff and volunteers.

Weekenders Club was awarded a contract of £140,000 from Leeds City Council covering the period April 2023 to March 2024. The Out and About Club was awarded a grant of £17,581.38 from Leeds City Council covering the period April 2023 to March 2024.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2024

Out and About Project: At the end of the year 2023/24, we had 34 young people attending; the target is 30 but we have some margin of flexibility to increase this. 18 clients left during 2023/24, and 7 new clients started during the year. There was no waiting list. Service delivery hours for the Out and About Project was 1,704 and this was achieved from 65 events. The target number of service delivery hours was 1,518. Exceeding the target was engineered to meet the growing demand for the provision.

Weekenders Club: At the end of the year 2023/24, we had 114 children attending Weekenders Club (the target was 120). A total of 22 clients left during 2023/24 (8 of whom joined and left during the same financial period). A total of 22 new children started during the year. The Weekenders Club operates a waiting list system. At the end of the year there were 18 families on the waiting list. Our intention is to keep the waiting list low. A panel meeting is held every six weeks (TADAR) to present applications and ensure each child/young person's needs are considered, with an outcome that they are either allocated to the waiting list or referred on to a different placement to ensure equity, within a structured procedure.

WEEKENDERS CLUB ACTIVITY TABLE FROM 2010-11

Year	Hours Delivered	Target Hours	Over/Under Delivery
2010-11	11,637.5	11,000.0	637.5
2011-12	11,949.0	11,000.0	949.0
2012-13	10,695.0	11,000.0	-305.0
2013-14	11,765.0	11,000.0	765.0
2014-15	11,427.0	11,000.0	427.0
2015-16	10,601.5	11,000.0	-398.5
2016-17	10,212.0	11,000.0	-788.0
2017-18	10,017.0	11,960.0	-1,943.0
2018-19	10,400.0	10,387.0	13.0
2019-20	8,152.0	9,776.0	-1,624.0
2020-21	2,722.5	9,165.0	-6,422.5
2021-22	4,425.0	9,165.0	-4,730.0
2022-23	3,192.0	7,866.0	-4674.0
2023-24	4,452.0	7,866.0	-3,414.0
Total after 14 years	121,647.50		

* Since 2010/11 we have produced an average of 8,689 service delivery hours per annum.

The table demonstrates the impact of the changing supervision needs of our clients over recent years as well as the reduction from a full-day service to 3-hour sessions. At the beginning of the above record (2010-11), 29% of our clients were assessed as needing 1:1 supervision. Currently, 92% of our cohort of registered children at Weekenders Club are assessed as needing 1:1 supervision. Although operating a 'group model' the reality is the majority of our children have a diagnosis of autism and individual care is a necessity. Leeds City Council acknowledge the shortfall in target service delivery hours, and the restriction on numbers, and has since provided a more realistic target for the service.

The Weekenders Club play scheme and the Out and About Project are funded by the Leeds City Council Children's Services in two parts in advance: April and October.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2024

Financial Review

Weekenders Club was awarded a contract of £140,000 for 2023/24. Leeds City Council are currently reviewing their contracts for all short breaks providers in Leeds and have taken the decision to grant 6 months' funding for Weekenders Club based on the existing contract; up to 30 September 2024 (£70,000.00 to be paid in April 2024). The options are to retender or to extend the existing contract to the end of the financial year 2024/25.

The Out and About Project was awarded a grant of £17,581.38 for 2023/24. The Leeds City Council grant agreement for the Out and About Project states this grant will end 31/03/2024. As with Weekenders Club, the grant for the Out and About Project was agreed for 6 months only, up to 30 September 2024 with a slight increase from the previous year to £9,394.18 for 6 months' funding (compared with £8,790.69 in 2023/24); a difference of £603.49.

A significant proportion of incoming resources pay for staffing costs. The high staff to children ratio makes this an inevitable expense, our children now being supervised on a 1:1 staffing ratio (for Weekenders Club). This is because the children referred to us have significant disabilities, both behavioural and health, which is managed with intensified supervision and appropriate training.

Donations and fundraising during 2023/24 amounted to £59,024.65. The largest percentage of this additional income was from trusts, representing over 95% of donations. Our freelance fundraiser, through contacting trusts with our appeal letter, has reaped the highest income during 2023/24 from donations in the history of our charity.

Principal Funding Sources

Weekenders Club (and the subsidiary project, Teen Scene) and the Out and About Project are the two projects operating in the year 2023/24. Fees from parents/carers for the Weekenders Club are reviewed annually. For 2023/24 there was a slight increase from the previous four years; from £11 per 3-hour session to £12.00 per session. Fees represent a nominal contribution which becomes part of our unrestricted funding. The Out and About Project also has a family contribution system to represent a proportion of the cost of each outing. This contribution varies according to the type of event. Youth Club nights at The Vinery for 2½ hours are the least, costing £12.00 and the most expensive was a full day out at The Forbidden Corner at a cost to families of £24.00. We plan to keep these contributions stable in 2024/25 in recognition of the rising cost of living.

Reserves policy

The management committee maintains reserves such that there are sufficient finances available to maintain the short-term running of its current activities in the event of a sudden decline or cessation of its funding. The level of reserves held should allow sufficient time for the management committee to find alternative sources of funding. We estimate 6 months running costs would be £110,000.00 and therefore this figure is representative of our reserves.

Plans for Future Periods

Our longevity is based on our ability to adapt to the ever-changing backdrop of social care and possible further cuts along with rising inflation will unavoidably affect our service. As we are anticipating a reduction in Council funding, alongside an increased need in the city for respite care, particularly at the weekends and during school holidays, and an intensity in need in individual clients referred to us, we will continue to use the services of our freelance Grants and Trusts Fundraiser who works for LWCA on a piecemeal basis, sending out appeal letters to trusts and foundations.

Our funding from Leeds City Council for the first half of 2024/25 will be: **Weekenders Club £70,000** and **Out and About Project £9,394.18**; paid April 2024.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For the Year Ended 31 March 2024

Plans for Future Periods – Cont'd

Leeds City Council are keen on targeted short breaks for Weekenders Club to come under a contract framework rather than a grant. This would mean, rather than making a grant application each year, Weekenders Club would bid for a longer-term contract; with the facility to grant year on year extensions. The Out and About Project will be under grant, rather than contract conditions. The significant difference between a grant and a contract is that a contract will be prescriptive and LWCA would need to meet the criteria presented. The grant system is an opportunity for LWCA to present a model of the service and Leeds City Council make the decision on whether they are willing to fund what we offer. The advantage of a contract is that we have security for multiple years with the opportunity to budget beyond one year. The advantage of the grant is that LWCA have more autonomy in the model of service.

We are currently operating half-day sessions (3-hours) at the Weekenders Club play scheme. One of our priorities for 2024/25 is to continue to reduce the client waiting list and operate at maximum capacity; 15 children and young people at each session. We will continue to increase the strength of the staff team, ensuring that we have sufficient numbers of volunteers in our volunteer program to replace experienced staff as they leave, whilst maintaining a core team to support new staff and volunteers.

Key to our operation is a suitable venue to run our Weekenders Club playscheme from. Our site at Queenswood Education Centre, Leeds 6 (formerly Vine College), a building owned by Leeds City Council, became unavailable to us. We learnt, in February 2024, that we had to find an alternative venue, with little notice. We have since secured a site at The Vinery Centre, Leeds 9, (owned by Leeds Mencap) and moved into their purpose-built community hub on 1st June 2024. This is a much-improved environment for our children and young people, with a variety of place spaces, soft play area, safe outdoor space and a popular, well-equipped large, sensory room.

Responsibilities of the management committee

Company law requires the management committee to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the management committee is required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 charity will continue in operation.

The management committee is responsible for keeping proper accounting records, which disclose, with reasonable accuracy, the financial position of the charity and which enable them to ensure that the financial statements comply with applicable laws and regulations. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the management committee by:



.....
Richard Hewson
Chairperson

Dated : 15 July 2024

Leeds Weekend Care Association Limited
Independent Examiner's Report to the Members of
Leeds Weekend Care Association Limited
For The Year Ended 31 March 2024

We report on the accounts of the company for the year ended 31 March 2024, which are set out on pages 9 to 14.

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 ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

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

Basis of independent examiner's report

Our 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 statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us 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 our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Farrar Smith Chartered Accountants
Unit 11, Fusion Court
Aberford Road
Leeds
LS25 2GH

Dated: 15 July 2024

Leeds Weekend Care Association Limited

Statement of Financial Activities
For The Year Ended 31 March 2024

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2024</u> £	<u>Total</u> <u>2023</u> £
INCOME					
Contributions & donations	2	59,037	-	59,037	37,625
Client fees	2	24,662	-	24,662	20,383
Grants	3	157,581	-	157,581	157,581
Bank interest & sundry income		<u>6,295</u>	<u>-</u>	<u>6,295</u>	<u>747</u>
TOTAL INCOME		247,575	-	247,575	216,336
EXPENDITURE					
Raising funds		19,127	-	19,127	19,728
Charitable activities		143,362	-	143,362	118,577
Other		<u>51,749</u>	<u>-</u>	<u>51,749</u>	<u>51,630</u>
TOTAL EXPENDITURE	4	214,238	-	214,238	189,935
NET INCOME		33,337	-	33,337	26,401
Balance brought forward at 1 April 2023		300,262	-	300,262	273,861
Fund transfer		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Balance carried forward at 31 March 2024		<u>333,599</u>	<u>-</u>	<u>333,599</u>	<u>300,262</u>

The statement of financial activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

Leeds Weekend Care Association Limited

Balance Sheet as at 31 March 2024

	<u>Note</u>	<u>2024</u>	<u>2023</u>
		£	£
Fixed Assets			
Tangible assets	9	500	500
Current Assets			
Debtors and prepayments	10	493	705
Short term bank deposits		185,685	42,098
Cash at bank and in hand		<u>149,472</u>	<u>260,205</u>
		335,650	303,008
		336,150	303,508
Creditors: Amounts falling due within one year	11	2,551	3,246
		_____	_____
Net assets		<u>333,599</u>	<u>300,262</u>
Unrestricted funds		333,599	300,262
Restricted funds		_____	_____
Total funds	12	<u>333,599</u>	<u>300,262</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

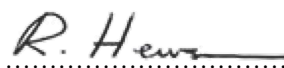
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 386 & 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 & 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

Signed on behalf of the management committee by:

.....

Richard Hewson
Trustee

Dated: 15 July 2024

Leeds Weekend Care Association Limited

Notes to the Financial Statements

For The Year Ended 31 March 2024

Note 1. Accounting Policies

General

Basis of preparation

The financial statements have been prepared in accordance with 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), issued October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources Expended

All expenditure is included on an accruals basis and has been classified under 'Natural' headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Grants

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Depreciation Policy

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which is estimated at 4 years for Office Equipment and 3 years for Toys and Resources.

Fund Accounting

Unrestricted funds are incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Note 2. Donations and similar incoming resources

	2024	2023
	£	£
Contributions & donations	59,037	37,625
Client fees & private funding	<u>24,662</u>	<u>20,383</u>
	<u>83,699</u>	<u>74,832</u>

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2024

Note 3. Grants

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2024</u> £	<u>Total</u> <u>2023</u> £
Leeds Social Services	157,581	-	157,581	157,581
Total	157,581	-	157,581	157,581

Note 4. Expenditure

	<u>Raising</u> <u>Funds</u> £	<u>Charitable</u> <u>Activities</u> £	<u>Support</u> <u>Costs</u> £	<u>Total</u> <u>2024</u> £	<u>Total</u> <u>2023</u> £
Staff costs & volunteer expenses	16,680	102,964	40,522	160,166	139,876
Rent & rates	1,060	15,878	4,241	21,179	17,924
Training	-	-	-	-	1,305
Scheme costs, events & travel	-	24,520	-	24,520	16,718
Audit & accountancy	-	-	1,440	1,440	1,440
Depreciation	-	-	-	-	692
Office costs	1,387	-	5,546	6,933	11,980
	19,127	143,362	51,749	214,238	189,935

Note 5. Net incoming resources for the year

This is stated after charging	<u>2024</u> £	<u>2023</u> £
Depreciation	-	692
Independent examiners remuneration	1,440	1,440
	1,440	2,132

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2024

Note 6. Staff costs

Staff costs were as follows

	<u>2024</u>	<u>2023</u>
	£	£
Salaries, wages & expenses	154,865	135,887
Pension contributions	3,945	3,355
ISA & CRB checking fees	647	619
Social security costs	709	15
	<u>160,166</u>	<u>139,876</u>

Note 7. Staff Numbers

The average monthly headcount was 25 staff.

No employee received emoluments of more than £60,000 during the year.

Note 8. Trustee Remuneration and Related Party Transactions

No members of the management committee received any remuneration or travel expenses during the year.

Note 9. Tangible fixed assets

	<u>Office Equipment</u>	<u>Toys & Resources</u>	<u>Total</u>
	£	£	£
Cost			
At 1 April 2023	8,052	8,443	16,495
Additions in year	-	-	-
Disposals in year	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2024	<u>8,052</u>	<u>8,443</u>	<u>16,495</u>
Depreciation			
At 1 April 2023	7,552	8,443	15,995
Charge for year	-	-	-
Eliminated on disposal	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2024	<u>7,552</u>	<u>8,443</u>	<u>15,995</u>
Net book value at 31 March 2024	<u>500</u>	<u>-</u>	<u>500</u>
Net book value at 31 March 2023	<u>500</u>	<u>-</u>	<u>500</u>

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2024

Note 10. Debtors and prepayments

	<u>2024</u>	<u>2023</u>
	£	£
Accounts receivable	93	305
Prepayments	<u>400</u>	<u>400</u>
	<u><u>493</u></u>	<u><u>705</u></u>

Note 11. Creditors : Amounts falling due within one year

	<u>2024</u>	<u>2023</u>
	£	£
Other Creditors	1,111	1,806
Accrued expenses	<u>1,440</u>	<u>1,440</u>
	<u><u>2,551</u></u>	<u><u>3,246</u></u>

Note 12. Movements in funds

	<u>At 1 April</u>	<u>Fund</u>	<u>Income</u>	<u>Expenditure</u>	<u>At 31 March</u>
	<u>2023</u>	<u>Transfer</u>			<u>2024</u>
	£	£	£	£	£
Unrestricted funds	300,262	-	247,575	(214,238)	333,599
Restricted funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total funds	<u><u>300,262</u></u>	<u><u>-</u></u>	<u><u>247,575</u></u>	<u><u>(214,238)</u></u>	<u><u>333,599</u></u>

Note 13. Taxation

As a registered charity the Association is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

LEEDS WEEKEND CARE ASSOCIATION

England & Wales - Charity number 1077162

Accounts

Leeds Weekend Care Association Limited

(A company limited by guarantee)

Registered Charity Number 1077162

Company Number 3827833

Annual Report and Financial Statements

For The Year Ended 31 March 2023

Leeds Weekend Care Association Limited

Registered Charity Number 1077162

Index to the Financial Statements

For The Year Ended 31 March 2023

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10	Balance Sheet
11 to 14	Notes to the Financial Statements

Leeds Weekend Care Association Limited

Legal and Administrative Information

For The Year Ended 31 March 2023

Status

The organisation is a charitable company limited by guarantee.

Executive Management Committee

Caroline Bond	Chairperson (Replaced by Richard Hewson June 2023) *
David Bossingham	Treasurer
George Nijjar	Secretary
Richard Hewson	Trustee
Adam Barclay	Trustee
Marianne Hewitt	Trustee
Ellie Brown	Trustee
Hafsa Sharif	Trustee (Appointed 12 June 2023)

* Caroline Bond resigned from her position of Chairperson in December 2022. We operated a rotating Chairperson system until Richard Hewson filled the vacancy in June 2023. Caroline re-joined the committee as a Trustee in June 2023.

Registered Office

Suite 4, Gledhow Mount Mansion
Roxholme Grove
Leeds
LS7 4JJ

Reporting Accountants

Farrar Smith Chartered Accountants
Unit 11, Fusion Court
Aberford Road
Garforth
Leeds
LS25 2GH

Leeds Weekend Care Association Limited

Report of the Management Committee

For The Year Ended 31 March 2023

The management committee presents its annual report together with the financial statements of the charity for the year ended 31 March 2023.

Our Mission

Leeds Weekend Care Association (Weekenders Club) is a local independent charity with one aim: -

To make a positive difference to the lives of disabled children and teenagers in Leeds.

Our Purpose

- To deliver safe, fun, exciting, inclusive activities, and environments.
- To encourage friendship, independence, exploration and understanding.
- To provide a much-needed break for parents and caregivers.
- To recruit, retain and train enthusiastic, energetic, and experienced staff.
- To advocate for those whose voice is often ignored or not heard.
- To build a community that welcomes and celebrates difference.

Our Guiding Principles

- To improve the lives of families with disabled children and young people.
- To recognise and understand the needs of parents and carers and to work closely with them in shaping and delivering our services.
- To encourage a positive approach to children and young people with disabilities on our projects and in the wider community.
- To promote the recognition of young people with disabilities as important and integral members of society.
- To provide equality of provision and access to service users regardless of disability, gender, ethnic origin, skin colour, race, religion, or sexual orientation.
- To provide a positive, developmental environment for all our staff and volunteers.

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 13 August 1999, and registered as a charity on 25 August 1999. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and Appointment of Management Committee

The members of the Executive Management Committee are also charity trustees for the purposes of charity law and under the company's Articles. Existing members are required to be re-elected at the Annual General Meeting. Throughout the year, any prospective members are nominated through the monthly management committee meetings.

Some trustees are parents of children with disabilities and therefore have experience of the difficulties families face in finding suitable respite care. Trustees are encouraged to incorporate their accumulated skills and experience from personal and work-related backgrounds and bring it to the organisation. Associate Committee Members are encouraged to attend the management committee meetings and are people who have, or have previously had, an interest in the charity through their employment in other agencies relating to social care of young people, respite for families and the issues surrounding disability. Associate members do not have voting rights; however, the knowledge and expertise they bring is invaluable; making contributions to discussions as well as aiding us to forge links with outside agencies who are involved in similar work. The management committee welcomes associate members who may not be able to attend management committee meetings on a regular basis but are interested in helping to fundraise for the organisation.

Members of the management committee who served during the year and up to the date of this report are set out on page 1.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2023

Trustee Induction and Training

Some trustees are active in aspects of the day-to-day organisation of LWCA. For example, one of the trustees provides mentoring support, supervision, and appraisal for the manager. Trustees also have a role to play in disciplinary matters and complaints. One of our trustees is (as of June 2023) appointed as the designated Safeguarding Officer on the board and provides support to the Senior Play Leader who is our operational Safeguarding Officer. Those in safeguarding roles have undergone the necessary and appropriate training. Committee members are invited to attend training courses to assist in the smooth running and efficiency of the management committee, ensuring that the skills and experience of individual members is shared to the benefit of the organisation.

Risk Management

The management committee has conducted its own review of the major risks to which the charity is exposed, and systems have been developed to mitigate those risks. Internal control risks are minimised by the implementation of procedures for authorisation of material transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients, and visitors to the projects.

Organisational Structure

Leeds Weekend Care Association has a management committee which meets monthly and is responsible for the strategic direction and policy of the charity. Since January 2023, our meeting schedule has been reduced to every other month with additional meetings for the AGM in July and budget setting in February. At present the Trustees are from a variety of professional and personal backgrounds relevant to the work of the charity. From time to time, it is necessary to invite guests to management committee meetings to inform the committee on Government policy changes, new initiatives, or new funding.

The Short Breaks Services Manager takes responsibility for the day-to-day operational management of the organisation. This role is part-time (25 hours per week). The role includes the supervision of the Office Manager, Office Assistant and Senior Play Leader. The part-time Office Manager (30 hours per week) supports the afore-mentioned team in the provision of quality short breaks services for children with disabilities between the ages of 5 and 18 years.

The main project is the Weekenders Club Play Scheme for children between the ages of 5 and 13 years. The play scheme operates 47 Saturdays per year. Teen Scene operates within the Weekenders Club Play Scheme for young people between the ages of 14 and 18 years. One Saturday a month is dedicated to them. The Senior Play Leader is in charge on site on Saturdays and is supported by two Deputy Play Leaders as well as a Senior Care Worker, Care Workers, and volunteers.

There is a group leader for the smaller LWCA project; the “Out and About Project” for teenagers with inclusive needs, supported by the Short Breaks Services Manager. The age range in this project is 14-18 years.

Those young people who fall into the 14–18-year-old category will, according to their individual needs, either be placed on site at Vine Education Centre, Foxcroft Close, LS6 3NT in the Teen Scene group or they will join the Out and About Project which accesses social and leisure facilities (off-site) in the local community.

Objectives and Activities

Leeds Weekend Care Association is a local, independent charity with these aims: -

Our Mission Statement

To make a positive difference to the lives of disabled children and teenagers within the Leeds area by providing innovative leisure activities and top-quality care.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2023

Our Objectives

Leeds Weekend Care Association purpose is: -

- To deliver safe, fun, exciting, inclusive activities, and environments
- To encourage friendship, independence, exploration and understanding
- To provide a much-needed break for parents and caregivers.
- To recruit, retain and train enthusiastic, energetic, and experienced staff.
- To advocate for those whose voice is often ignored or not heard.
- To build a community that welcomes and celebrates difference.

Our Guiding Principles

- To improve the lives of families with disabled children and young people.
- To recognise and understand the needs of parents and carers and to work closely with them in shaping and delivering our services.
- To encourage a positive approach to children and young people with disabilities on our projects and in the wider community.
- To promote the recognition of young people with disabilities as important and integral members of society.
- To provide equality of provision and access to service users regardless of disability, gender, ethnic origin, skin colour, race, religion, or sexual orientation.
- To provide a positive, developmental environment for all our staff and volunteers.

Our Values

Our values underpin how we work as an organisation, and as individuals within it.

Fun - We believe that having fun and making friends is fundamental to a person's happiness. Fun is a release. It provides freedom, enjoyment, fulfilment, and connection.

High Quality - We provide safe, creative, exciting, collaborative spaces/experiences for our children, staff, and volunteers. We always strive to be and do better.

Inclusive - We support, value, and respect each other. Shared values and goals help everyone reach their full potential.

A Can-Do Attitude - We focus on what our children, staff and volunteers can do. By recognising and celebrating achievements, big and small, we empower individuals and our community.

Honesty - We take responsibility for our successes and failures. We are open to what is possible, not afraid to fail, and we learn quickly.

Achievements and Performance of Short Breaks

The main areas of charitable activity are in the provision of short breaks for children with disabilities, including those with complex care needs.

During 2022-23 Weekenders Club continued to operate half-day sessions each Saturday, splitting the sessions into a morning session and an afternoon session, with 15 clients attending each session for 3 hours. We delivered a total of 3,912 service delivery hours for Weekenders Club. Leeds City Council understand our restricted activity, unable to return to full day sessions due to continued staffing shortage following the Covid-19 pandemic and acknowledge the hard work and commitment of our staff and volunteers.

Weekenders Club was awarded a contract of £140,000 from Leeds City Council covering the period April 2022 to March 2023. The Out and About Club was awarded a grant of £17,581.38 from Leeds City Council covering the period April 2022 to March 2023.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2023

Out and About Project: At the end of the year 2022/23, we had 37 children attending; the target is 30 but we have some margin of flexibility to increase this. 16 clients left during 2022/23 (including 1 who transitioned to Weekenders Club), and 23 new clients started during the year, 4 of whom transitioned from Teen Scene. There was no waiting list. Service delivery hours for the Out and About Project was 1,631 and this was achieved from 57 events. The target number of service delivery hours was 1,518. Exceeding the target was engineered to meet the growing demand for the provision.

Weekenders Club: At the end of the year 2022/23, we had 111 children attending Weekenders Club (the target was 120). A total of 22 clients left during 2022/23, 4 of whom transferred to the Out and About Project. A total of 38 new children started during the year. The Weekenders Club operates a waiting list system. At the end of the year there were 26 families on the waiting list. Our intention is to keep the waiting list low. A panel meeting is held every six weeks (TADAR) to present applications and ensure each child/young person's needs are considered, with an outcome that they are either allocated to the waiting list or referred on to a different placement to ensure equity, within a structured procedure.

WEEKENDERS CLUB ACTIVITY TABLE FROM 2010-11

Year	Hours Delivered	Target Hours	Over/Under Delivery
2010-11	11,637.5	11,000.0	637.5
2011-12	11,949.0	11,000.0	949.0
2012-13	10,695.0	11,000.0	-305.0
2013-14	11,765.0	11,000.0	765.0
2014-15	11,427.0	11,000.0	427.0
2015-16	10,601.5	11,000.0	-398.5
2016-17	10,212.0	11,000.0	-788.0
2017-18	10,017.0	11,960.0	-1,943.0
2018-19	10,400.0	10,387.0	13.0
2019-20	8,152.0	9,776.0	-1,624.0
2020-21	2,722.5	9,165.0	-6,422.5
2021-22	4,425.0	9,165.0	-4,730.0
2022-23	3,192.0	7,866.0	-4674
Total after 13 years	114,003.5	127,453.0	- 18,123.5

* Since 2010/11 we have produced an average of 9,015 service delivery hours per annum.

The table demonstrates the impact of Covid-19 on our service. Leeds City Council acknowledge the diminished service delivery hours are an understandable outcome of the restrictions imposed on Weekenders Club over recent years. It should also be highlighted that the supervision needs of our clients has intensified and we are no longer able to operate a 'group model'. Currently, each child has 1:1 support at the playscheme. This has restricted our numbers and has increased staffing requirements at a time when there are universal shortages of staff in the care sector.

The Weekenders Club play scheme and the Out and About Project are funded by the Leeds City Council Children's Services in two parts in advance: April and October.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2023

Financial Review

Weekenders Club was awarded a contract of £140,000 for 2022/23. Leeds City Council has the option to extend the contract for a further 2 x 12 months which would, if agreed, take the funding up to March 2025.

The Out and About Project was awarded a grant of £17,581.37 for 2022/23. Our Leeds City Council grant agreement for the Out and About Project states that this grant will be made available to us for 24 months from 01/04/2022 which confirms our financial security with Leeds City Council until the end of March 2024.

A significant proportion of incoming resources pay for staffing costs. The high staff to children ratio makes this an inevitable expense, our children now being supervised on a 1:1 staffing ratio (for Weekenders Club). This is because the children referred to us have significant disabilities, both behavioural and health, which is managed with intensified supervision and appropriate training.

Donations and fundraising during 2022/23 amounted to £36,124.73. This does not include £19,996 from Jimbo's Fund who gave us £19,996.31 (banked 09/04/2021) for an additional Weekenders Club Sunday Service. Leeds Community Foundation (LCF) were the agents managing the fund. Sadly, we reported to them that we were not able to extend our services because of understaffing. We were told to hang on to the grant for another year, hoping that the staffing crisis would be over and negotiated a new project launch date of April 2022. A year later we had to report the same. LCF confirmed we could use the grant for our existing delivery. A report to LCF has been produced to confirm the expenditure at Weekenders Club during 2022-23.

We held a Summer Celebration Event at Vine Education Centre in July 2022. We were fortunate to get donations from Wades Charity (£1,500 December 2021) and The Xerox (UK) Trust (£1,000.00 March 2022) to get the event off the ground. These donations were received in the previous financial period and, by consultation and agreement were utilised in the 2022/23 period.

Principal Funding Sources

Weekenders Club (and the subsidiary project, Teen Scene) and the Out and About Project are the two projects operating in the year 2022/23. Fees from parents/carers for the Weekenders Club are reviewed annually. For 2022/23 there was no increase from the previous three years; and they remained at £11 per 3-hour session. Fees represent a nominal contribution which becomes part of our unrestricted funding. The Out and About Project also has a family contribution system to represent a proportion of the cost of the outing only. This contribution varies according to the type of event. Youth Club nights at The Vinery for 2½ hours are the least, costing families £11.00 and the most expensive was a full day out at Flamingo Land at a cost to families of £27.00. We plan to keep these contributions stable in 2023/24 in recognition of the rising cost of living.

Reserves policy

The management committee maintains reserves such that there are sufficient finances available to maintain the short-term running of its current activities in the event of a sudden decline or cessation of its funding. The level of reserves held should allow sufficient time for the management committee to find alternative sources of funding. We estimate that 6 months running costs would be £100,000.00 and therefore this figure is representative of our reserves.

Plans for Future Periods

Our longevity is based on our ability to adapt to the ever-changing backdrop of social care and possible further cuts along with rising inflation will unavoidably affect our service. To manage this, we use a Grants and Trusts Fundraiser who works for LWCA on a piecemeal basis, sending out appeal letters to trusts and foundations.

Our funding from Leeds City Council for 2023/24 will be: **Weekenders Club £140,000** and **Out and About Project £17,581.37**. This equates to the same funding as in the previous two financial periods and does not account for the rising costs inevitable in the coming year.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For the Year Ended 31 March 2023

Plans for Future Periods – Cont'd

Leeds City Council are keen on targeted short breaks for Weekenders Club to come under a contract framework rather than a grant. This would mean, rather than making a grant application each year, Weekenders Club would bid for a longer-term contract; with the facility to grant year on year extensions. The Out and About Project will be under grant, rather than contract conditions. The significant difference between a grant and a contract is that a contract will be prescriptive and LWCA would need to meet the criteria presented. The grant system is an opportunity for LWCA to present a model of the service and Leeds City Council make the decision on whether they are willing to fund what we offer. The advantage of a contract is that we have security, for multiple years, in this case 2 years, with the opportunity to budget beyond one year. The advantage of the grant is that LWCA have more autonomy in the model of service.

We are currently (as of July 2023) in a position of operating half day sessions at the Weekenders Club play scheme. Although we planned for a return to full day services; anticipating we would be able to return to accommodating 30 children for a full day, our depleted staff team and planning realistically for the future meant that we deferred this goal. We plan to continue with half-day sessions at Weekenders Club for 2023/24. One of our priorities for 2023-24 is to continue to reduce the waiting list, operate at maximum capacity and increase the staff team. Operating half-days would still allow for an opportunity, staffing resources allowing, for increasing group sizes to meet demand.

As per the payment schedule, we have received half of our Council funding in April 2023 and the remainder is scheduled for payment on 01/10/2023.

Responsibilities of the management committee

Company law requires the management committee to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the management committee is required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 charity will continue in operation.

The management committee is responsible for keeping proper accounting records, which disclose, with reasonable accuracy, the financial position of the charity and which enable them to ensure that the financial statements comply with applicable laws and regulations. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the management committee by:

.....
Caroline Bond
Trustee

Dated : 3 July 2023

Leeds Weekend Care Association Limited
Independent Examiner's Report to the Members of
Leeds Weekend Care Association Limited
For The Year Ended 31 March 2023

We report on the accounts of the company for the year ended 31 March 2023, which are set out on pages 9 to 14.

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 ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

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

Basis of independent examiner's report

Our 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 statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us 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 our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Farrar Smith Chartered Accountants
Unit 11, Fusion Court
Aberford Road
Garforth
Leeds
LS25 2 GH

Date: 3 July 2023

Leeds Weekend Care Association Limited

Statement of Financial Activities
For The Year Ended 31 March 2023

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2023</u> £	<u>Total</u> <u>2022</u> £
INCOME					
Contributions & donations	2	37,625	-	37,625	55,299
Client fees	2	20,383	-	20,383	19,533
Charitable activities	3	157,581	-	157,581	157,581
Bank interest & sundry income		<u>747</u>	<u>-</u>	<u>747</u>	<u>4</u>
TOTAL INCOME		216,336	-	216,336	232,417
EXPENDITURE					
Raising funds		19,728	-	19,728	22,721
Charitable activities		118,577	-	118,577	107,301
Other		<u>51,630</u>	<u>-</u>	<u>51,630</u>	<u>51,186</u>
TOTAL EXPENDITURE	4	189,935	-	189,935	181,208
NET INCOME		26,401	-	26,401	51,209
Balance brought forward at 1 April 2022		253,865	19,996	273,861	222,652
Fund transfer		<u>19,996</u>	<u>(19,996)</u>	<u>-</u>	<u>-</u>
Balance carried forward at 31 March 2023		<u>300,262</u>	<u>-</u>	<u>300,262</u>	<u>273,861</u>

The statement of financial activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

Leeds Weekend Care Association Limited

Balance Sheet as at 31 March 2023

	<u>Note</u>	<u>2023</u>	<u>2022</u>
		£	£
Fixed Assets			
Tangible assets	9	500	1,192
Current Assets			
Debtors and prepayments	10	705	815
Short term bank deposits		42,098	41,351
Cash at bank and in hand		<u>260,205</u>	<u>275,549</u>
		303,508	276,741
Creditors: Amounts falling due within one year	11	3,246	2,880
		<u> </u>	<u> </u>
Net assets		<u>300,262</u>	<u>273,861</u>
Unrestricted funds		300,262	253,865
Restricted funds		<u>-</u>	<u>19,996</u>
Total funds	12	<u>300,262</u>	<u>273,861</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 386 & 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 & 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

Signed on behalf of the management committee by:

.....
Caroline Bond
Trustee

Dated: 3 July 2023

Leeds Weekend Care Association Limited

Notes to the Financial Statements

For The Year Ended 31 March 2023

Note 1. Accounting Policies

General

Basis of preparation

The financial statements have been prepared in accordance with 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), issued October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources Expended

All expenditure is included on an accruals basis and has been classified under 'Natural' headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Grants

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Depreciation Policy

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which is estimated at 4 years for Office Equipment and 3 years for Toys and Resources.

Fund Accounting

Unrestricted funds are incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Note 2. Donations and similar incoming resources

	2023	2022
	£	£
Contributions & donations	37,625	55,299
Client fees & private funding	<u>20,383</u>	<u>19,533</u>
	<u>58,008</u>	<u>74,832</u>

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2023

Note 3. Charitable activities

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2023</u> £	<u>Total</u> <u>2022</u> £
Leeds Social Services	157,581	-	157,581	157,581
Total	157,581	-	157,581	157,581

Note 4. Expenditure

	<u>Raising</u> <u>Funds</u> £	<u>Charitable</u> <u>Activities</u> £	<u>Support</u> <u>Costs</u> £	<u>Total</u> <u>2023</u> £	<u>Total</u> <u>2022</u> £
Staff costs & volunteer expenses	16,332	88,023	35,521	139,876	129,862
Rent & rates	1,079	12,531	4,314	17,924	15,780
Training	-	1,305	-	1,305	3,069
Scheme costs, events & travel	-	16,718	-	16,718	14,921
Audit & accountancy	-	-	1,440	1,440	1,440
Depreciation	138	-	554	692	2,515
Office costs	2,179	-	9,801	11,980	13,621
	19,728	118,577	51,630	189,935	181,208

Note 5. Net incoming resources for the year

	<u>2023</u> £	<u>2022</u> £
This is stated after charging		
Depreciation	692	2,515
Independent examiners remuneration	1,440	1,440
	2,132	3,955

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2023

Note 6. Staff costs

Staff costs were as follows

	<u>2023</u>	<u>2022</u>
	£	£
Salaries & wages	135,887	126,204
Pension contributions	3,355	3,145
ISA & CRB checking fees	619	513
Social security costs	15	-
	<u>139,876</u>	<u>129,862</u>

Note 7. Staff Numbers

The average monthly headcount was 24 staff.

No employee received emoluments of more than £60,000 during the year.

Note 8. Trustee Remuneration and Related Party Transactions

No members of the management committee received any remuneration or travel expenses during the year.

Note 9. Tangible fixed assets

	<u>Office Equipment</u>	<u>Toys & Resources</u>	<u>Total</u>
	£	£	£
Cost			
At 1 April 2022	8,052	8,443	16,495
Additions in year	-	-	-
Disposals in year	-	-	-
	<u>8,052</u>	<u>8,443</u>	<u>16,495</u>
At 31 March 2023	<u>8,052</u>	<u>8,443</u>	<u>16,495</u>
Depreciation			
At 1 April 2022	6,860	8,443	15,303
Charge for year	692	-	692
Eliminated on disposal	-	-	-
	<u>7,552</u>	<u>8,443</u>	<u>15,995</u>
At 31 March 2023	<u>7,552</u>	<u>8,443</u>	<u>15,995</u>
Net book value at 31 March 2023	<u>500</u>	<u>-</u>	<u>500</u>
Net book value at 31 March 2022	<u>1,192</u>	<u>-</u>	<u>1,192</u>

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2023

Note 10. Debtors and prepayments

	<u>2023</u>	<u>2022</u>
	£	£
Accounts receivable	305	415
Prepayments	<u>400</u>	<u>400</u>
	<u>705</u>	<u>815</u>

Note 11. Creditors : Amounts falling due within one year

	<u>2023</u>	<u>2022</u>
	£	£
Other Creditors	1,806	1,500
Accrued expenses	<u>1,440</u>	<u>1,380</u>
	<u>3,246</u>	<u>2,880</u>

Note 12. Movements in funds

	<u>At 1 April</u>	<u>Fund</u>	<u>Income</u>	<u>Expenditure</u>	<u>At 31 March</u>
	<u>2022</u>	<u>Transfer</u>			<u>2023</u>
	£	£	£	£	£
Unrestricted funds	253,865	19,996	216,336	(189,935)	300,262
Restricted funds	<u>19,996</u>	<u>(19,996)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total funds	<u>273,861</u>	<u>-</u>	<u>216,336</u>	<u>(189,935)</u>	<u>300,262</u>

Note 13. Taxation

As a registered charity the Association is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

LEEDS WEEKEND CARE ASSOCIATION

England & Wales - Charity number 1077162

Accounts

Leeds Weekend Care Association Limited

(A company limited by guarantee)

Registered Charity Number 1077162

Company Number 3827833

Annual Report and Financial Statements

For The Year Ended 31 March 2022

Leeds Weekend Care Association Limited

Registered Charity Number 1077162

Index to the Financial Statements

For The Year Ended 31 March 2022

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10	Balance Sheet
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Leeds Weekend Care Association Limited

Legal and Administrative Information

For The Year Ended 31 March 2022

Status

The organisation is a charitable company limited by guarantee.

Executive Management Committee

Caroline Bond	Chairperson
David Bossingham	Treasurer
Narinder Dugal	Trustee (left March 2022)
Richard Hewson	Trustee
George Nijjar	Trustee (Secretary from 16/11/2021)
Pauline Bailey	Trustee (left October 2021)
Kloe Tegg	Trustee (joined June 2021/left March 2022)
Adam Barclay	Trustee (joined November 2021)
Marianne Hewitt	Trustee (joined November 2021)
Ellie Brown	Trustee (joined October 2021)

Registered Office

Suite 4, Gledhow Mount Mansion
Roxholme Grove
Leeds
LS7 4JJ

Reporting Accountants

Farrar Smith Chartered Accountants
2 Pavilion Business Park
Royds Hall Road
Leeds
LS12 6AJ

Leeds Weekend Care Association Limited

Report of the Management Committee

For The Year Ended 31 March 2022

The management committee presents its annual report together with the financial statements of the charity for the year ended 31 March 2022.

Our Mission

Leeds Weekend Care Association (Weekenders Club) is a local independent charity with one aim: -

To enhance the lives of children with disabilities and their families within the Leeds area.

Providing innovative leisure activities and top-quality care, our committed and energetic staff strive to help every child develop their true potential. During their time with us the young people learn, they achieve, and they enjoy, growing in confidence and independence. Most of all we create a place where our young people have FUN while their families can relax, knowing they are in a safe, secure, and happy environment.

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 13 August 1999, and registered as a charity on 25 August 1999. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and Appointment of Management Committee

The members of the Executive Management Committee are also charity trustees for the purposes of charity law and under the company's Articles. Existing members are required to be re-elected at the Annual General Meeting. Throughout the year, any prospective members are nominated through the monthly management committee meetings.

Some trustees are parents of children with disabilities and therefore have experience of the difficulties families face in finding suitable respite care. Trustees are encouraged to incorporate their accumulated skills and experience from personal and work-related backgrounds and bring it to the organisation. Associate Committee Members are encouraged to attend the management committee meetings and are people who have, or have previously had, an interest in the charity through their employment in other agencies relating to social care of young people, respite for families and the issues surrounding disability. Associate members do not have voting rights; however, the knowledge and expertise they bring is invaluable; making contributions to discussions as well as aiding us to forge links with outside agencies who are involved in similar work. The management committee welcomes associate members who may not be able to attend management committee meetings on a regular basis but are interested in helping to fund raise for the organisation.

Members of the management committee who served during the year and up to the date of this report are set out on page 1.

Trustee Induction and Training

Some trustees are active in aspects of the day-to-day organisation of LWCA. For example, the chairperson provides mentoring support, supervision, and appraisal for the manager. Trustees also have a role to play in disciplinary matters and complaints. Trustees provide support to our safeguarding champion, Chantelle Pearce, Senior Play Leader. Committee members are invited to attend training courses to assist in the smooth running and efficiency of the management committee, ensuring that the skills and experience of individual members is shared to the benefit of the organisation. The safeguarding champion undertakes training on safeguarding matters.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2022

Risk Management

The management committee has conducted its own review of the major risks to which the charity is exposed and systems have been developed to mitigate those risks. Internal control risks are minimised by the implementation of procedures for authorisation of material transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the schemes.

Organisational Structure

Leeds Weekend Care Association has a management committee which meets monthly and is responsible for the strategic direction and policy of the charity. At present the committee members are from a variety of professional and personal backgrounds relevant to the work of the charity. From time to time it is necessary to invite guests to management committee meetings to inform the committee on Government policy changes, new initiatives, or new funding.

The short breaks services manager takes responsibility for the day-to-day operational management of the organisation. This role is part-time (25 hours per week). The role includes the supervision of the office manager (whose job title was upgraded to office manager in January 2022), community fundraising/community engagement manager, (whose post became vacant in June 2021 and at this date (July 2022), is not filled), office assistant and senior play leader. The part-time (30 hours per week) office manager supports the afore-mentioned team in the provision of quality short breaks services for children with disabilities between the ages of 5 and 18 years.

The main project is the Weekenders Club Play Scheme for children between the ages of 5 and 13 years. The play scheme operates 47 Saturdays per year. Teen Scene operates within the Weekenders Club Play Scheme for young people between the ages of 14 and 18 years. One Saturday a month is dedicated to them. The Senior Play Leader is in charge on site on Saturdays and is supported by two Deputies as well as Senior Care Workers, Care Workers, and volunteers.

There is a group leader for the smaller LWCA project; the “Out and About Project” for teenagers with inclusive needs, supported by the short breaks service manager. The age range in this project is 14-18 years.

Those young people who fall into the 14–18-year-old category will, according to their individual needs, either be placed on site at Vine Education Centre, Foxcroft Close, LS6 3NT in the Teen Scene group or they will join the Out and About Project which accesses social and leisure facilities (off-site) in the local community.

Objectives and Activities

Leeds Weekend Care Association (Weekenders Club) is a local, independent charity with these aims: -

Our Mission Statement

To make a positive difference to the lives of disabled children and teenagers within the Leeds area by providing innovative leisure activities and top-quality care.

Our Objectives

Leeds Weekend Care Association purpose is:-

- To deliver safe, fun, exciting, inclusive activities, and environments
- To encourage friendship, independence, exploration and understanding
- To provide a much-needed break for parents and caregivers.
- To recruit, retain and train enthusiastic, energetic, and experienced staff.
- To advocate for those whose voice is often ignored or not heard.
- To build a community that welcomes and celebrates difference.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2022

Objectives and Activities – Cont'd

Our Guiding Principles

To improve the lives of families with disabled children and young people.

To recognise and understand the needs of parents and carers and to work closely with them in shaping and delivering our services.

To encourage a positive approach to children and young people with disabilities on our projects and in the wider community.

To promote the recognition of young people with disabilities as important and integral members of society.

To provide equality of provision and access to service users regardless of disability, gender, ethnic origin, skin colour, race, religion, or sexual orientation.

To provide a positive, developmental environment for all our staff and volunteers.

Our Values

Our values underpin how we work as an organisation, and as individuals within it.

Fun - We believe that having fun and making friends is fundamental to a person's happiness. Fun is a release. It provides freedom, enjoyment, fulfilment, and connection.

High Quality - We provide safe, creative, exciting, collaborative spaces/experiences for our children, staff, and volunteers. We always strive to be and do better.

Inclusive - We support, value, and respect each other. Shared values and goals help everyone reach their full potential.

A Can-Do Attitude - We focus on what our children, staff and volunteers can do. By recognising and celebrating achievements, big and small, we empower individuals and our community.

Honesty - We take responsibility for our successes and failures. We are open to what is possible, not afraid to fail, and we learn quickly.

Achievements and Performance of Short Breaks

The main areas of charitable activity are in the provision of short breaks for children with disabilities including those with complex care needs.

During 2021-22 our services remained adapted to accommodate the restrictions imposed throughout the Covid-19 pandemic. Our Weekenders Club play scheme, continued to operate with half-day sessions with 30 children and young people scheduled each Saturday, split into a morning session and an afternoon session, with 15 clients attending each session for a 3-hour break. We were able to deliver a total of 4,435 service delivery hours for Weekenders club throughout the year. This is against a contracted target of 9,165 service delivery hours. Leeds City Council understand our restricted activity and acknowledge the hard work and commitment of our staff and volunteers.

Weekenders Club was awarded a contract of £140,000 from Leeds City Council; a 12-month extension of the existing contract, covering the period April 2021 to March 2022.

The Out and About Club was awarded a grant of £17,581.38 from Leeds City Council covering the period April 2021 to March 2022.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2022

Achievements and Performance of short breaks – (Continued)

Out and About Project: At the end of the year 2021/22, we had 34 children attending; the target is 30 but we have some margin of flexibility to increase this. 8 clients left during 2021/22 and 9 new clients started during the year, including 3 who transferred to the Out and About Project from Teen Scene at Weekenders Club. There was no waiting list. Service delivery hours for the Out and About Project was 1,216.5 and this was achieved from 50 events. The first quarter of 2021/22 was restricted to a Youth Club Night, once a week as most of the places we usually book were closed or had gone out of business. We resumed our normal program of varied trips in August 2021.

Weekenders Club: At the end of the year 2021/22, we had 94 children attending Weekenders Club (the target was 120). A total of 30 clients left during 2021/22, 3 of them transferred to the Out and About Project. A total of 25 new children started during the year. Weekenders Club operates a waiting list system. At the end of the year there were 35 families on the waiting list. Our intention is to keep the waiting list low. A panel meeting is held every six weeks (TADAR) to present applications and ensure each child/young person's needs are considered, with an outcome that they are either allocated to the waiting list or referred on to a different placement to ensure equity, within a structured procedure.

The following table shows the history of service hours delivered for each year since 2010/11.

WEEKENDERS CLUB ACTIVITY TABLE

Year	Hours Delivered	Target Hours	Over/Under Delivery
2010-11	11,637.5	11,000.0	Over 637.5
2011-12	11,949.0	11,000.0	Over 949.0
2012-13	10,695.0	11,000.0	Under -305.0
2013-14	11,765.0	11,000.0	Over 765.0
2014-15	11,427.0	11,000.0	Over 427.0
2015-16	10,601.5	11,000.0	Under -398.5
2016-17	10,212.0	11,000.0	Under 788.0
2017-18	10,017.0	11,960.0	Under 1,943.0
2018-19	10,400.0	10,387.0	Over 13.0
2019-20	8,152.0	9,776.0	Under 1,624.0
2020-21	2,722.5	9,165.0	Under 6,422.5
2021-22	4,425.0	9,165.0	Under 4,730.0
Total after 12 years	114,003.5	127,453.0	Under 13,449.5

* Since 2010/11 we have produced an average of 9,500 service delivery hours per annum.

The above table demonstrates the impact of Covid-19 on our service. Leeds City Council acknowledge the diminished service delivery hours are an understandable outcome of the restrictions imposed on Weekenders Club over the last two years. It should also be highlighted that the supervision needs of our clients has intensified and we are no longer able to operate a 'group model'. Currently, each child has 1:1 support at the playscheme. This has restricted our numbers and has increased staffing requirements at a time where there are universal shortages in staff in the care sector.

Weekenders Club play scheme and the Out and About Project are funded by the Leeds City Council Children's Services in two parts in advance: April and October.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2022

Financial Review

We had a 3-year contract from Leeds City Council for Weekenders Club, which commenced 1st April 2010. From 1st April 2013 we were given year on year extensions. We are now in a position of having a two-year contract from April 2020 to March 2022. Weekenders Club will be given a grant of £140,000 for 2022/23 and the Out and About Project will be granted £17,581.37 for 2021/23. Leeds City Council have informed us in our award letter that the Weekenders Club contract will commence on 01/04/2022 and there is the option to extend the contract period for a further 2 x 12 months. Our Leeds City Council grant agreement for the Out and About Project states that this grant will be made available to us for 24 months from 01/04/2022. Both these agreements confirm our financial security with Leeds City Council until the end of March 2024.

A significant proportion of incoming resources pay for staffing costs. The high staff to children ratio makes this an inevitable expense, our children now being supervised on a 1:1 staffing ratio (for Weekenders Club). This is because the children who are referred to us have significant disabilities, both behavioural and health, which is managed with intensified supervision and appropriate training.

Donations and fundraising during 2021/22 amounted to £56,914. This includes £19,996 from Jimbo's Fund which was specifically for an additional project to respond to demand – Weekenders Sunday Club. Sadly, we are not in a strong enough staffing position to take on an additional project and this grant has been offered to be returned to Jimbo's Fund. We also received £1,000 from the Evelyn May Charitable trust which is for families in hardship and £2,979 from the Fence Club Trust Fund which has been spent in this financial period on toys and resources as per the grant conditions.

Principal Funding Sources

Weekenders Club (and the subsidiary project, Teen Scene) and the Out and About Project are the two projects operating in the year 2021/22. Fees from parents/carers for the Weekenders Club are reviewed annually. For 2021/22 there was no increase from the previous two years; and they remained at £11 per 3-hour session. Fees represent a nominal contribution which becomes part of our unrestricted funding. The Out and About Project also has a family contribution system to represent a proportion of the cost of the outing only. This contribution varies according to the type of event. Youth Club nights at The Vinery for 2½ hours are the least, costing families £11.00 and the most expensive was a full day out at Yorkshire Wildlife Park at a cost to families of £24.00.

Reserves policy

The management committee maintains reserves such that there are sufficient finances available to maintain the short-term running of its current activities in the event of a sudden decline or cessation of its funding. The level of reserves held should allow sufficient time for the management committee to find alternative sources of funding.

Plans for Future Periods

Our longevity is based on our ability to adapt to the ever-changing backdrop of social care and possible further cuts along with rising inflation will unavoidably affect our service. To manage this, we use a Grants and Trusts Fundraiser who works for LWCA on a piecemeal basis, sending out appeal letters monthly to targeted trusts and foundations.

Our funding from Leeds City Council for 2022/23 will be:

Weekenders Club £140,000

Out and About Project £17,581.37

This equates to the same funding as in the financial period 2021/22 and does not account for the rising costs inevitable in the coming year.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For the Year Ended 31 March 2022

Plans for Future Periods – Cont'd

Leeds City Council are keen for targeted short breaks for Weekenders Club to come under a contract framework rather than a grant. This would mean, rather than making a grant application each year, Weekenders Club would bid for a longer-term contract; with the facility to grant year on year extensions. The Out and About Project will be under grant, rather than contract conditions. The significant difference between a grant and a contract is that a contract will be prescriptive and LWCA would need to meet the criteria presented. The grant system is an opportunity for LWCA to present a model of the service and Leeds City Council make the decision on whether they are willing to fund what we offer. The advantage of a contract is that we have security, for multiple years, in this case 2 years, with the opportunity to budget beyond one year. The advantage of the grant is that LWCA have more autonomy in the model of service.

We are currently (as of July 2022) in a position of operating half day sessions at the Weekenders Club play scheme. Although we planned for a return to full day services in October 2021; anticipating we would be able to return to accommodating 30 children for a full day, our depleted staff team and planning realistically for the future meant that we deferred this goal. We plan to continue with half-day sessions at Weekenders Club for 2022/23. One of our priorities for 2022-23 is to continue to reduce the waiting list, operate at maximum capacity and increase the staff team. Operating half-days would still allow for an opportunity, staffing resources allowing, for increasing group sizes to 20 per session which relates to 40 children each Saturday.

As per the payment schedule, we have received half of our Council funding in April 2022 and the remainder is scheduled for payment on 01/10/2022.

Responsibilities of the management committee

Company law requires the management committee to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and also of its financial position at the end of the year. In preparing those financial statements, the management committee is required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 charity will continue in operation.

The management committee is responsible for keeping proper accounting records, which disclose, with reasonable accuracy, the financial position of the charity and which enable them to ensure that the financial statements comply with applicable laws and regulations. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the management committee by:

.....
Caroline Bond
Chair

Dated : 19 July 2022

Leeds Weekend Care Association Limited

Independent Examiner's Report to the Members of
Leeds Weekend Care Association Limited

For The Year Ended 31 March 2022

We report on the accounts of the company for the year ended 31 March 2022, which are set out on pages 9 to 14.

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 ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

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

Basis of independent examiner's report

Our 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 statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us 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 our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Farrar Smith Chartered Accountants
BCL House
2 Pavilion Business Park
Royds Hall Road
Leeds
LS12 6AJ

Date : 19 July 2022

Leeds Weekend Care Association Limited

Statement of Financial Activities
For The Year Ended 31 March 2022

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2022</u> £	<u>Total</u> <u>2021</u> £
INCOME					
Contributions & donations	2	41,796	19,996	61,792	48,419
Fees & private funding	2	13,040	-	13,040	4,437
Charitable activities	3	157,581	-	157,581	157,581
Bank interest & sundry income		<u>4</u>	<u>-</u>	<u>4</u>	<u>542</u>
TOTAL INCOME		212,421	19,996	232,417	210,979
EXPENDITURE					
Raising funds		22,721	-	22,721	31,074
Charitable activities		107,301	-	107,301	86,069
Other		<u>51,186</u>	<u>-</u>	<u>51,186</u>	<u>50,498</u>
TOTAL EXPENDITURE	4	181,208	-	181,208	167,641
NET INCOME		31,213	19,996	51,209	43,338
Balance brought forward at 1 April 2021		<u>222,652</u>	<u>-</u>	<u>222,652</u>	<u>179,314</u>
Balance carried forward at 31 March 2022		<u>253,865</u>	<u>19,996</u>	<u>273,861</u>	<u>222,652</u>

The statement of financial activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

Leeds Weekend Care Association Limited

Balance Sheet as at 31 March 2022

	<u>Note</u>	<u>2022</u>	<u>2021</u>
		£	£
Fixed Assets			
Tangible assets	9	1,192	3,825
Current Assets			
Debtors and prepayments	10	815	340
Short term bank deposits		41,351	41,347
Cash at bank and in hand		<u>233,383</u>	<u>220,517</u>
		276,741	224,342
Creditors: Amounts falling due within one year	11	2,880	1,690
Net assets		<u>273,861</u>	<u>222,652</u>
Unrestricted funds		253,865	222,652
Restricted funds		<u>19,996</u>	-
Total funds	12	<u>273,861</u>	<u>222,652</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 386 & 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 & 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

Signed on behalf of the management committee by:

.....
Caroline Bond
Chairperson

Dated: 19 July 2022

Leeds Weekend Care Association Limited

Notes to the Financial Statements

For The Year Ended 31 March 2022

Note 1. Accounting Policies

General

Basis of preparation

The financial statements have been prepared in accordance with 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), issued October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources Expended

All expenditure is included on an accruals basis and has been classified under 'Natural' headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Grants

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Depreciation Policy

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which is estimated at 4 years for Office Equipment and 3 years for Toys and Resources.

Fund Accounting

Unrestricted funds are incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Note 2. Donations and similar incoming resources

	2022	2021
	£	£
Contributions & donations	61,792	48,419
Client fees & private funding	<u>13,040</u>	<u>4,437</u>
	<u>£74,832</u>	<u>£52,856</u>

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2022

Note 3. Charitable activities

	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>2022</u> <u>£</u>	<u>Total</u> <u>2021</u> <u>£</u>
Leeds Social Services	157,581	-	157,581	157,581
Total grants	157,581	-	157,581	157,581

Note 4. Expenditure

	<u>Raising</u> <u>Funds</u> <u>£</u>	<u>Charitable</u> <u>Activities</u> <u>£</u>	<u>Support</u> <u>Costs</u> <u>£</u>	<u>Total</u> <u>2022</u> <u>£</u>	<u>Total</u> <u>2021</u> <u>£</u>
Staff costs & volunteer expenses	19,057	76,317	34,488	129,862	132,327
Rent & rates	1,067	10,446	4,267	15,780	11,724
Repairs & maintenance	-	-	-	-	824
Training	-	3,069	-	3,069	1,108
Scheme costs, events & travel	-	14,921	-	14,921	9,451
Audit & accountancy	-	-	1,440	1,440	1,320
Depreciation	382	-	2,133	2,515	1,911
Office costs	2,215	2,548	8,858	13,621	8,976
	22,721	107,301	51,186	181,208	167,641

Note 5. Net incoming resources for the year

This is stated after charging	<u>2022</u> <u>£</u>	<u>2021</u> <u>£</u>
Depreciation	2,515	1,911
Independent examiners remuneration	1,440	1,320
	3,955	3,231

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2022

Note 6. Staff costs

Staff costs were as follows

	<u>2022</u>	<u>2021</u>
	£	£
Salaries & wages	126,204	128,492
Pension contributions	3,145	3,286
ISA & CRB checking fees	513	549
Social security costs	-	-
	<u>129,862</u>	<u>132,327</u>

Note 7. Staff Numbers

The average monthly headcount was 26 staff.

No employee received emoluments of more than £60,000 during the year.

Note 8. Trustee Remuneration and Related Party Transactions

No members of the management committee received any remuneration or travel expenses during the year.

Note 9. Tangible fixed assets

	<u>Office</u>	<u>Toys &</u>	<u>Total</u>
	<u>Equipment</u>	<u>Resources</u>	
	£	£	£
Cost			
At 1 April 2021	9,133	8,443	17,576
Additions in year	-	-	-
Disposals in year	(1,081)	-	(1,081)
At 31 March 2022	<u>8,052</u>	<u>8,443</u>	<u>16,495</u>
Depreciation			
At 1 April 2021	5,308	8,443	13,751
Charge for year	1,912	-	1,912
Eliminated on disposal	(360)	-	(360)
At 31 March 2022	<u>6,860</u>	<u>8,443</u>	<u>15,303</u>
Net book value at 31 March 2022	<u>1,192</u>	<u>-</u>	<u>1,192</u>
Net book value at 31 March 2021	<u>3,825</u>	<u>-</u>	<u>3,825</u>

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2022

Note 10. Debtors and prepayments

	<u>2022</u>	<u>2021</u>
	£	£
Accounts receivable	415	-
Prepayments	<u>400</u>	<u>340</u>
	<u>815</u>	<u>340</u>

Note 11. Creditors : Amounts falling due within one year

	<u>2022</u>	<u>2021</u>
	£	£
Other Creditors	1,500	-
Accrued expenses	<u>1,380</u>	<u>1,690</u>
	<u>2,880</u>	<u>1,690</u>

Note 12. Movements in funds

	<u>At 1 April</u>	<u>Income</u>	<u>Expenditure</u>	<u>At 31 March</u>
	<u>2021</u>			<u>2022</u>
	£	£	£	£
Unrestricted funds	222,652	212,421	(181,208)	253,865
Restricted funds	<u>-</u>	<u>19,996</u>	<u>-</u>	<u>19,996</u>
Total funds	<u>222,652</u>	<u>232,417</u>	<u>(181,208)</u>	<u>273,861</u>

Note 13. Taxation

As a registered charity the Association is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Accounts

Leeds Weekend Care Association Limited

(A company limited by guarantee)

Registered Charity Number 1077162

Company Number 3827833

Annual Report and Financial Statements

For The Year Ended 31 March 2021

Leeds Weekend Care Association Limited

Registered Charity Number 1077162

Index to the Financial Statements

For The Year Ended 31 March 2021

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2 to 7	Report of the Management Committee
8	Report of the Independent Examiner
9	Statement of Financial Activities
10	Balance Sheet
11 to 14	Notes to the Financial Statements

Leeds Weekend Care Association Limited

Legal and Administrative Information

For The Year Ended 31 March 2021

Status

The organisation is a charitable company limited by guarantee.

Executive Management Committee

Caroline Bond	Chairperson
David Bossingham	Treasurer
Narinder Dugal	
Richard Hewson	
George Nijjar	
Pauline Bailey	

Registered Office

Suite 4, Gledhow Mount Mansion
Roxholme Grove
Leeds
LS7 4JJ

Reporting Accountants

Farrar Smith Chartered Accountants
2 Woodside Mews
Clayton Wood Close
Leeds
LS16 6QE

Leeds Weekend Care Association Limited

Report of the Management Committee

For The Year Ended 31 March 2021

The management committee presents its annual report together with the financial statements of the charity for the year ended 31 March 2021.

Our Mission

Leeds Weekend Care Association (Weekenders Club) is a local independent charity with one aim:-

To enhance the lives of children with disabilities and their families within the Leeds area.

Providing innovative leisure activities and top quality care, our committed and energetic staff strive to help every child develop their true potential. During their time with us the young people learn, they achieve and they enjoy, growing in confidence and independence. Most of all we create a place where our young people have FUN while their families can relax, knowing they are in a safe, secure and happy environment.

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 13 August 1999 and registered as a charity on 25 August 1999. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and Appointment of Management Committee

The members of the Executive Management Committee are also charity trustees for the purposes of charity law and under the company's Articles. Existing members are required to be re-elected at the Annual General Meeting. Throughout the year, any prospective members are nominated through the monthly management committee meetings.

Some trustees are parents of children with disabilities and therefore have experience of the difficulties families face in finding suitable respite care. Trustees are encouraged to incorporate their accumulated skills and experience from personal and work related backgrounds and bring it to the organisation. Associate Committee Members are encouraged to attend the management committee meetings and are people who have, or have previously had, an interest in the charity through their employment in other agencies relating to social care of young people, respite for families and the issues surrounding disability. Associate members do not have voting rights; however the knowledge and expertise they bring is invaluable; making contributions to discussions as well as aiding us to forge links with outside agencies who are involved in similar work. The management committee welcomes associate members who may not be able to attend management committee meetings on a regular basis but are interested in helping to fund raise for the organisation.

Members of the management committee who served during the year and up to the date of this report are set out on page 1.

Trustee Induction and Training

Some trustees are active in aspects of the day-to-day organisation of LWCA. For example, the chairperson provides mentoring support, supervision and appraisal for the manager. Trustees also have a role to play in disciplinary matters and complaints. Trustees provide support to our safeguarding champion, Chantelle Pearce, Senior Play Leader. Committee members are invited to attend training courses to assist in the smooth running and efficiency of the management committee, ensuring that the skills and experience of individual members is shared to the benefit of the organisation. The safeguarding champion undertakes training on safeguarding matters.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2021

Risk Management

The management committee has conducted its own review of the major risks to which the charity is exposed and systems have been developed to mitigate those risks. Internal control risks are minimised by the implementation of procedures for authorisation of material transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the schemes.

Organisational Structure

The Leeds Weekend Care Association has a management committee which meets monthly and is responsible for the strategic direction and policy of the charity. At present the committee members are from a variety of professional and personal backgrounds relevant to the work of the charity. From time to time it is necessary to invite guests to management committee meetings to inform the committee on Government policy changes, new initiatives or new funding.

The short breaks services manager takes responsibility for the day-to-day operational management of the organisation. This role is part-time (25 hours per week). The role includes the supervision of the administrator, community fundraising/community engagement manager, office assistant and senior play leader. The part-time (30 hours per week) administrator supports the afore-mentioned team in the provision of quality short breaks services for children with disabilities between the ages of 5 and 18 years.

The main project is the Weekenders Club Play Scheme for children between the ages of 5 and 13 years. The play scheme operates 47 Saturdays per year. Teen Scene operates within the Weekenders Club Play Scheme for young people between the ages of 14 and 18 years. One Saturday a month is dedicated to them.

There is a group leader for the smaller LWCA project; the “Out and About Project” for teenagers with inclusive needs, supported by the short breaks service manager. The age range in this project is 14-18 years.

Those young people who fall into the 14-18 year old category will, according to their individual needs, either be placed on site at Vine Education Centre, Foxcroft Close, LS6 3NT in the Teen Scene group or they will join the Out and About Project which accesses social and leisure facilities (off-site) in the local community.

Objectives and Activities

Leeds Weekend Care Association is committed to the provision of a high quality and appropriate service which meets the needs of children and young people as individuals, and their parents/carers, promoting the development of children with disabilities. The organisation is committed to the safeguarding of children and young people.

The scheme's objects and principal activities are to:

- Offer short breaks, advice and support to families with children who have disabilities or complex care needs.
- Evaluate the level of service and of demand for short breaks.
- Recognise the needs of parents/carers and work closely with them.
- Encourage a sensitive and positive approach to children and young people with special needs and to promote their recognition as an important and integral part of society.
- Provide equality of provision and access to people regardless of their disability, gender, ethnic origin, skin colour, religion or sexual orientation.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2021

Achievements and Performance of Short Breaks

The main areas of charitable activity are in the provision of short breaks for children with disabilities ranging from mild to severe disability, and includes those with complex care needs.

During 2020-21 our services were disrupted due to the restrictions imposed throughout the pandemic. During quarter one, the Weekenders Club was suspended. During quarter two, we ran trips for small groups to various parks in the local area. We also managed to hire space at West Leeds Activity Centre LS12, and The Vinery at LS9. We adjusted our play scheme, to operate in '*safe mode*', in quarter 3 when we were allowed to be open. Half day sessions were introduced so that the 30 children and young people scheduled each Saturday, kept their session and we split the cohort into a morning session and an afternoon session, with 15 clients attending each session for a 3-hour break. Quarter four dictated a mix between suspension of the service and operating in *safe mode*. We were able to deliver a total of 2,272.5 service delivery hours for Weekenders club throughout the year. This is against a contracted target of 9,165 service delivery hours. Leeds City Council were understanding of our restricted activity and acknowledged the hard work and commitment of our staff and volunteers to remain supportive to our families throughout the pandemic.

The support we offered, when unable to serve the clients face-to-face, took the form of delivering activity packs to children, well-being gifts for families, competitions, regular phone calls to families and offering information, advice, and a sign-posting service, running errands (such as food shopping and obtaining prescriptions) as well as some face-to-face work for an individual client to support them to get daily exercise.

In April 2010 L.W.C.A. were contracted to deliver a short breaks service from Children's Social Care for two of their projects:

- 1) Weekenders Club (11,000 hours p.a.)
- 2) Out and About Club (2,124 hours p.a.)

The Weekenders Club and Out and About Club were both covered by the contract for 3 years up to 31st March 2013. They were granted an extension each year up to 31st March 2020. For the financial period April 2020 to March 2022, L.W.C.A. received a two-year contract.

Weekenders Club: At the end of the year 2020/21, we had 96 children attending Weekenders Club (the target was 120). A total of 27 clients left during 2020/21, 1 transferred to the Out and About Project. A total of 12 new children started during the year (the total was 13, but 1 client started and left in the same financial period). The 2020-21 grant from the Council for Weekenders Club was £140,000.

The table on the next page, shows the number of hours delivered for each year since 2010/11. In comparison with previous years we have had a lower number of clients overall and less service delivery hours. This is because we have been taking clients who have high needs in terms of staffing and consequently slightly reduced capacity. The statistics have been dramatically altered by the low level of service delivery hours for 2020-21 due to Covid-19 and the consequences of suspending the service and having a reduced service when open.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2021

Achievements and Performance of short breaks – (Continued)

WEEKENDERS CLUB ACTIVITY TABLE

Year	Hours Delivered	Target Hours	Over/Under Delivery
2010-11	11,637.5	11,000.0	Over 637.5
2011-12	11,949.0	11,000.0	Over 949.0
2012-13	10,695.0	11,000.0	Under -305.0
2013-14	11,765.0	11,000.0	Over 765.0
2014-15	11,427.0	11,000.0	Over 427.0
2015-16	10,601.5	11,000.0	Under -398.5
2016-17	10,212.0	11,000.0	Under 788.0
2017-18	10,017.0	11,960.0	Under 1,943.0
2018-19	10,400.0	10,387.0	Over 13.0
2019-20	8,152.0	9,776.0	Under 1,624.0
2020-21	2,722.5	9,165.0	Under 6,422.5
Total after 11 years	109,578.5	109,123.0	Under 8,689.5

* Since 2010/11 we have produced an average of 9,961 service delivery hours per annum.

Weekenders Club operates a waiting list system. At the end of the year there were 54 families on the waiting list. Our intention is to keep the waiting list low. A panel meeting is held every six weeks (TADAR) to present applications and ensure each child/young person's needs are considered, with an outcome that they are either allocated to the waiting list or referred on to a different placement to ensure equity, within a structured procedure.

Weekenders Club is funded by the Leeds City Council Children's Services and receives funding in two parts in advance; April and October.

The Out and About Project is for teenagers with disabilities aged from 14-18 years old. At the end of the year 2020/21, we had 30 young people attending the Out and About Project which aims to provide each client with the same service delivery hours as Weekenders Club clients (i.e., 6.5 hours per month). There is currently no waiting list for this project. The target service delivery hours for 2020/21 was 1,397 hours. We delivered 784 hours of short breaks. The project was subjected to the same levels of disruption to service as Weekenders Club, with trips cancelled and limited opportunities for using local leisure facilities. Pre-pandemic, we were able to have between 11 and 13 events each quarter: a total of approximately 46 per annum. During 2020-21 we were able to use The Vinery in Leeds 9 for a regular youth club night each Wednesday when permissible, although numbers were restricted. The Out and About Project is funded by the Leeds City Council Children's Services and receives funding in two parts in advance: April and October. The grant for 2020/21 was £17,581.37.

Financial Review

We had a 3-year contract from Leeds City Council for Weekenders Club, which commenced 1st April 2010. From 1st April 2013 we were given year on year extensions. We are now in a position of having a two-year contract from April 2020 to March 2022. Weekenders Club will be given a grant of £140,000 for 2021/22 and the Out and About Project will be granted £17,581.37 for 2021/22. The grant from Leeds City Council will be kept the same for each project over the two-year period.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For The Year Ended 31 March 2021

Financial Review – Cont'd

A significant proportion of incoming resources pay for staffing costs. The high staff to children ratio makes this an inevitable expense, our children being supervised on a 2:1 staffing ratio (for Weekenders Club). Increasingly we are finding it necessary for us to provide 1:1 staffing for children at Weekenders Club who have challenging behaviour.

Donations and fundraising during 2020/21 amounted to £46,797

Principal Funding Sources

Weekenders Club (and the subsidiary project, Teen Scene) and the Out and About Project are the two projects operating in the year 2020/21. Fees from parents/carers for the Weekenders Club are reviewed annually. For 2020/21 there was no increase from the previous two years; and they remained at £22 per session. As the session times were reduced by half, this reduced the fees to £11.00 for a morning or afternoon session. Fees represent a nominal contribution which becomes part of our unrestricted funding. The Out and About Project also has a family contribution system to represent a proportion of the cost of the outing only. This contribution varies according to the type of event. As most of the events throughout the year were youth club nights at The Vinery for 2½ hours, the cost of these was £11.00 per event. The trips we organised during the summer of 2020, when the play scheme service was suspended and the only group activities were outdoors, were offered free to families.

We use the services of a freelance fundraiser on an ad hoc basis which is to address the shortfall in our funding. Her area of expertise is in grants and trusts. We also have a part-time (18 hours) Community Fundraising Manager who supports the organisation in meeting the gap in funding from Leeds City Council. Her expertise is in corporate and community fundraising.

Reserves policy

The management committee maintains reserves such that there are sufficient finances available to maintain the short term running of its current activities in the event of a sudden decline or cessation of its funding. The level of reserves held should allow sufficient time for the management committee to find alternative sources of funding.

Plans for Future Periods

Our longevity is based on our ability to adapt to the ever-changing backdrop of social care and possible further cuts will unavoidably affect our service. To manage this, we use a Grants and Trusts Fundraiser who works for LWCA on a piecemeal basis, sending out appeal letters monthly to targeted trusts and foundations. There is a recovery period to manage, following the disruption of temporary closures and the aftermath of Covid-19.

Our funding for 2021/22 is as follows:

Weekenders Club £140,000

Out and About Project £17,581.37

This represents a small increase after a cycle of cuts. The slight uplift reflects venue hire increases, other rising costs, the number of one-to-one children we support and the demand to provide free and discounted places, which continue to increase year on year.

Leeds Weekend Care Association Limited

Report of the Management Committee (Continued)

For the Year Ended 31 March 2021

Plans for Future Periods – Cont'd

Leeds City Council are keen for targeted short breaks for Weekenders Club to come under a contract framework rather than a grant. This would mean, rather than making a grant application each year, Weekenders Club would bid for a longer-term contract; with the facility to grant year on year extensions. The Out and About Project is likely to be under grant, rather than contract conditions. The significant difference between a grant and a contract is that a contract will be prescriptive and LWCA would need to meet the criteria presented. The grant system is an opportunity for LWCA to present a model of the service and Leeds City Council make the decision on whether they are willing to fund what we offer. The advantage of a contract is that we have security for between 3 and 5 years with the opportunity to budget beyond one year. The advantage of the grant is that LWCA have more autonomy in the model of service.

We are currently (as of July 2021) in a position of operating in *safe mode* at the Weekenders Club play scheme with restrictions due to be lifted imminently. We have planned for a return to full day services in October 2021 when we anticipate we will be able to return to accommodating 30 children for a full day. One of our priorities for 2021-22 is reducing the waiting list. In the first 3 months of 2021-22 we had 31 visits, who have all been given a start date. This is a large increase in new clients compared with previous years (usually between 10 and 15 new starters). Key priorities are to ensure there is movement from the waiting list, operate at maximum capacity and increase the staff team to do so.

We have been given a grant of just under £20K from Jimbo's Fund, specifically for a Sunday Club, to operate one Sunday each month. This would last for one year. This would increase capacity and take another 30 children/young people from the waiting list. The current barrier to this being operational from October 2021 is increasing the team of staff and volunteers.

As per the payment schedule, we have received half of our Council funding in April 2021 and the remainder is scheduled for payment on 01/10/2021. Leeds City Council have confirmed that the target hours set out in the contract are not expected to be met.

Responsibilities of the management committee

Company law requires the management committee to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and also of its financial position at the end of the year. In preparing those financial statements, the management committee is required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 charity will continue in operation.

The management committee is responsible for keeping proper accounting records, which disclose, with reasonable accuracy, the financial position of the charity and which enable them to ensure that the financial statements comply with applicable laws and regulations. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the management committee by:

.....
Caroline Bond
Chair

Dated : 13 July 2021

Leeds Weekend Care Association Limited
Independent Examiner's Report to the Members of
Leeds Weekend Care Association Limited
For The Year Ended 31 March 2021

We report on the accounts of the company for the year ended 31 March 2021, which are set out on pages 8 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 ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

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

Basis of independent examiner's report

Our 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 statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us 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 our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Farrar Smith Chartered Accountants
2 Woodside Mews
Clayton Wood Close
Leeds
LS16 6QE

Date : 13 July 2021

Leeds Weekend Care Association Limited

Statement of Financial Activities
For The Year Ended 31 March 2021

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2021</u> £	<u>Total</u> <u>2020</u> £
INCOME					
Contributions & donations	2	48,419	-	48,419	52,118
Fees & private funding	2	4,437	-	4,437	25,256
Charitable activities	3	157,581	-	157,581	158,186
Bank interest & sundry income		<u>542</u>	<u>-</u>	<u>542</u>	<u>168</u>
TOTAL INCOME		210,979	-	210,979	235,728
EXPENDITURE					
Raising funds		31,074		31,074	32,000
Charitable activities		86,069	-	86,069	122,579
Other		<u>50,498</u>	<u>-</u>	<u>50,498</u>	<u>61,417</u>
TOTAL EXPENDITURE	4	167,641	-	167,641	215,996
NET INCOME		43,338	-	43,338	19,732
Balance brought forward at 1 April 2020		<u>179,314</u>	<u>-</u>	<u>179,314</u>	<u>159,582</u>
Balance carried forward at 31 March 2021		<u>222,652</u>	<u>-</u>	<u>222,652</u>	<u>179,314</u>

The statement of financial activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

Leeds Weekend Care Association Limited

Balance Sheet as at 31 March 2021

	<u>Note</u>	<u>2021</u>		<u>2020</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Fixed Assets					
Tangible assets	9		3,825		-
Current Assets					
Debtors and prepayments	10	340		1,220	
Short term bank deposits		41,347		41,114	
Cash at bank and in hand		<u>178,830</u>	<u>220,517</u>	<u>140,811</u>	<u>183,145</u>
			224,342		183,145
Creditors: Amounts falling due within one year	11		1,690		3,831
			<u> </u>		<u> </u>
Net assets			<u>222,652</u>		<u>179,314</u>
Unrestricted funds			222,652		179,314
Restricted funds			<u> </u>		<u> </u>
Total funds	12		<u>222,652</u>		<u>179,314</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 386 & 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 & 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

Signed on behalf of the management committee by:

.....
Caroline Bond
Chairperson

Dated: 13 July 2021

Leeds Weekend Care Association Limited

Notes to the Financial Statements

For The Year Ended 31 March 2021

Note 1. Accounting Policies

General

Basis of preparation

The financial statements have been prepared in accordance with 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), issued October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Income

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure

All expenditure is included on an accruals basis and has been classified under 'Natural' headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Grants

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Depreciation Policy

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which is estimated at 4 years for Office Equipment and 3 years for Toys and Resources.

Fund Accounting

Unrestricted funds are incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Note 2. Donations and similar incoming resources

	2021	2020
	£	£
Contributions & donations	48,419	52,118
Client fees & private funding	<u>4,437</u>	<u>25,256</u>
	<u>£52,856</u>	<u>£77,374</u>

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2021

Note 3. Charitable activities

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>2021</u>	<u>2020</u>
	£	£	£	£
Leeds Social Services	157,581	-	157,581	158,186
Awards For All	-	-	-	-
Total grants	157,581	-	157,581	158,186

Note 4. Expenditure

	<u>Raising</u>	<u>Charitable</u>	<u>Support</u>	<u>Total</u>	<u>Total</u>
	<u>Funds</u>	<u>Activities</u>	<u>Costs</u>	<u>2021</u>	<u>2020</u>
	£	£	£	£	£
Staff costs & volunteer expenses	26,944	70,297	35,086	132,327	153,805
Rent & rates	1,237	5,540	4,947	11,724	16,301
Repairs & maintenance	165	-	659	824	6,540
Training	607	501	-	1,108	5,982
Scheme costs, events & travel	-	9,451	-	9,451	11,968
Audit & accountancy	-	-	1,320	1,320	1,320
Depreciation	382	-	1,529	1,911	932
Office costs	1,739	280	6,957	8,976	19,148
	31,074	86,069	50,498	167,641	215,996

Note 5. Net incoming resources for the year

This is stated after charging	<u>2021</u>	<u>2020</u>
	£	£
Depreciation	1,911	932
Independent examiners remuneration	1,320	1,320
	3,231	2,252

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2021

Note 6. Staff costs

Staff costs were as follows

	<u>2021</u>	<u>2020</u>
	£	£
Salaries & wages	128,492	148,538
Pension contributions	3,286	3,428
ISA & CRB checking fees	549	648
Social security costs	<u>-</u>	<u>1,191</u>
	<u>132,327</u>	<u>153,805</u>

Note 7. Staff Numbers

The average monthly headcount was 32 staff.

No employee received emoluments of more than £60,000 during the year.

Note 8. Trustee Remuneration and Related Party Transactions

No members of the management committee received any remuneration or travel expenses during the year.

Note 9. Tangible fixed assets

	<u>Office Equipment</u>	<u>Toys & Resources</u>	<u>Total</u>
	£	£	£
Cost			
At 1 April 2020	20,431	8,443	28,874
Additions in year	5,736	-	5,736
Disposals in year	<u>(17,034)</u>	<u>-</u>	<u>(17,034)</u>
At 31 March 2021	<u>9,133</u>	<u>8,443</u>	<u>17,576</u>
Depreciation			
At 1 April 2020	20,431	8,443	28,874
Charge for year	1,911	-	1,911
Eliminated on disposal	<u>(17,034)</u>	<u>-</u>	<u>(17,034)</u>
At 31 March 2021	<u>5,308</u>	<u>8,443</u>	<u>13,751</u>
Net book value at 31 March 2021	<u>3,825</u>	<u>-</u>	<u>3,825</u>
Net book value at 31 March 2020	<u>-</u>	<u>-</u>	<u>-</u>

Leeds Weekend Care Association Limited

Notes to the Financial Statements (Continued)

For The Year Ended 31 March 2021

Note 10. Debtors and prepayments

	<u>2021</u>	<u>2020</u>
	£	£
Funding due at the year end	-	-
Prepayments	340	1,220
	<u>340</u>	<u>1,220</u>

Note 11. Creditors : Amounts falling due within one year

	<u>2021</u>	<u>2020</u>
	£	£
Other Creditors	-	-
Accrued expenses	1,690	3,831
	<u>1,690</u>	<u>3,831</u>

Note 12. Movements in funds

	<u>At 1 April</u>	<u>Income</u>	<u>Expenditure</u>	<u>At 31 March</u>
	<u>2020</u>			<u>2021</u>
	£	£	£	£
Unrestricted funds	179,314	210,979	(167,641)	222,652
Restricted funds	-	-	-	-
Total funds	<u>179,314</u>	<u>210,979</u>	<u>(167,641)</u>	<u>222,652</u>

Note 13. Taxation

As a registered charity the Association is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.