ADUR SPECIAL NEEDS PROJECT

England & Wales · Charity number 1088423

Details

Other names	ASP
Status	Registered
Legal form	Other
Registered	2001-09-13
Register	View on the Charity Commission register

Contact

Address	197 Brighton Road Lancing BN15 8JB
Phone	07788239634
Email	info@adurspecialneedsproject.org.uk
Website	www.adurspecialneedsproject.org.uk

Activities

Objects: THE OBJECT OF THE PROJECT SHALL BE TO PROVIDE THE NECESSARY FACILITIES FOR THE EDUCATION, RECREATION AND CARE OF PEOPLE WITH SPECIAL NEEDS THAT ARE NORMALLY RESIDENT IN SUSSEX AREA

Activities: We provide weekend play schemes for all young people with disabilities aged between 5 and 15 years, on the second and fourth Saturdays of the month during school term times. Activities are fun-based and include support by paid staff.Activities include art and drama, cookery, music, indoor and out door games, sensory room, computers, reading, quiet time and occasional outings.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** Disability, Amateur Sport, Economic/community Development/employment, Recreation
- **Who:** Children/young People, People With Disabilities

Geography

- **Area of benefit:** SUSSEX COUNTY
- East Sussex
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£80,545	£80,342	-	-
2024-03-31	£59,104	£50,638	-	-
2023-03-31	£53,593	£45,411	-	-
2022-03-31	£51,299	£44,033	-	-
2021-03-31	£47,590	£36,471	-	-

Trustees

Name	Role	Appointed
Heidi Rush		2017-01-28
Jonathan Hodgson		2022-09-24
Jonathan Peter Rush		2019-09-28
Sarah Jane Funnell		2024-10-26
Sean Obrien		2024-10-26
VALERIE TREVOR		2015-01-21

Accounts

REGISTERED CHARITY NUMBER: 1088423

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

FOR

ADUR SPECIAL NEEDS PROJECT

Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

ADUR SPECIAL NEEDS PROJECT

CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

ADUR SPECIAL NEEDS PROJECT

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

ASNP provides an OFSTED registered playscheme for local children aged between 5 and 15 years old. The playscheme operates on a 1-2-1 basis where each child is partnered with one of our Play Assistants to provide stimulating and engaging activities.

The Charity has three main aims that it sets out to achieve:
1. Provide a safe, secure and fun play scheme for children with Special Needs and Disabilities;
2. Provide the children's families with respite time;
3. Provide anyone 16 years of age and above with part-time employment and volunteering opportunities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1088423

Principal address

197 Brighton Road
Lancing
West Sussex
BN15 8JB

Trustees

V A Trevor
H Rush
J Rush
A Davis (resigned 26.10.2024)
J Hodgson
H Ryan (resigned 26.10.2024)
S Funnell (appointed 26.10.2024)
S O'Brien (appointed 26.10.2024)

Independent Examiner

Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

Approved by order of the board of trustees on 30th June 2025 and signed on its behalf by:

....

H Rush - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ADUR SPECIAL NEEDS PROJECT

Independent examiner's report to the trustees of Adur Special Needs Project
I report to the charity trustees on my examination of the accounts of Adur Special Needs Project (the Trust) for the year ended 31 March 2025.

Responsibilities and basis of report
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simon James

Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

Date: 8 July 2025

ADUR SPECIAL NEEDS PROJECT

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 Unrestricted fund £	2024 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		77,536	56,325
Investment income	2	3,009	2,779
Total		80,545	59,104
EXPENDITURE ON			
Raising funds		1,222	752
Charitable activities			
Scheme services		79,120	49,886
Total		80,342	50,638
NET INCOME		203	8,466
RECONCILIATION OF FUNDS			
Total funds brought forward		101,925	93,459
TOTAL FUNDS CARRIED FORWARD		102,128	101,925

The notes form part of these financial statements

ADUR SPECIAL NEEDS PROJECT

BALANCE SHEET
31 MARCH 2025

	Notes	2025 Unrestricted fund £	2024 Total funds £
FIXED ASSETS			
Tangible assets	5	1,405	2,511
CURRENT ASSETS			
Debtors	6	1,005	-
Cash at bank and in hand		113,760	125,614
		114,765	125,614
CREDITORS			
Amounts falling due within one year	7	(14,042)	(26,200)
NET CURRENT ASSETS		100,723	99,414
TOTAL ASSETS LESS CURRENT LIABILITIES		102,128	101,925
NET ASSETS		102,128	101,925
FUNDS	8		
Unrestricted funds		102,128	101,925
TOTAL FUNDS		102,128	101,925

The financial statements were approved by the Board of Trustees and authorised for issue on 30th June 2025 and were signed on its behalf by:

....
H Rush - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 33% on cost

Taxation
The charity is exempt from tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. INVESTMENT INCOME

	2025	2024
	£	£
Deposit account interest	3,009	2,779

continued...

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

During the year no trustees were reimbursed for any expenses incurred on behalf of the charity.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	56,325
Investment income	2,779
Total	59,104
EXPENDITURE ON	
Raising funds	752
Charitable activities	
Scheme services	49,886
Total	50,638
NET INCOME	8,466
RECONCILIATION OF FUNDS	
Total funds brought forward	93,459
TOTAL FUNDS CARRIED FORWARD	101,925

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2024 and 31 March 2025	12,151
DEPRECIATION	
At 1 April 2024	9,640
Charge for year	1,106
At 31 March 2025	10,746
NET BOOK VALUE	
At 31 March 2025	1,405
At 31 March 2024	2,511

continued...

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade debtors	1,005	-

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade creditors	889	-
Other creditors	13,153	26,200
	14,042	26,200

8. MOVEMENT IN FUNDS

	At 1.4.24	Net movement in funds	At 31.3.25
	£	£	£
Unrestricted funds			
General fund	101,925	203	102,128
TOTAL FUNDS	101,925	203	102,128

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	80,545	(80,342)	203
TOTAL FUNDS	80,545	(80,342)	203

Comparatives for movement in funds

	At 1.4.23	Net movement in funds	At 31.3.24
	£	£	£
Unrestricted funds			
General fund	93,459	8,466	101,925
TOTAL FUNDS	93,459	8,466	101,925

continued...

8. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	59,104	(50,638)	8,466
TOTAL FUNDS	59,104	(50,638)	8,466

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.23 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
General fund	93,459	8,669	102,128
TOTAL FUNDS	93,459	8,669	102,128

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	139,649	(130,980)	8,669
TOTAL FUNDS	139,649	(130,980)	8,669

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

ADUR SPECIAL NEEDS PROJECT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

	2025	2024
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	7,804	21,657
Grants	39,750	13,000
Subscriptions	11,925	9,420
Stage Production Workshop	1,140	-
Event income	16,917	12,248
	77,536	56,325
Investment income		
Deposit account interest	3,009	2,779
Total incoming resources	80,545	59,104
EXPENDITURE		
Raising donations and legacies		
Fundraising & event expenses	1,222	752
Charitable activities		
Wages	55,676	39,231
Other operating leases	2,474	1,640
Insurance	1,209	1,157
Postage and stationery	-	54
Sundries	181	200
Project expenses	9,036	1,042
Training	4,429	1,580
Uniform	455	834
Equipment repairs & renewals	-	394
Professional fees	492	605
IT Software & consumables	1,416	775
Fixtures and fittings	1,106	624
	76,474	48,136
Support costs		
Management		
Telephone	50	50
Advertising	866	90
	916	140
Governance costs		
Accountancy and legal fees	1,730	1,610
Total resources expended	80,342	50,638
Net income	203	8,466

This page does not form part of the statutory financial statements

ADUR SPECIAL NEEDS PROJECT

England & Wales - Charity number 1088423

Accounts

Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	04	2023	To	31	03	2024

Section A Reference and administration details

Charity name	Adur Special Needs Project
Other names charity is known by	ASNP
Registered charity number (if any)	1088423

Charity's principal address	
197 Brighton Road	
Lancing	
West Sussex	
Postcode	**BN15 8JB**

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Heidi Rush	Chair		The Trustees
4	Jon Rush	Trustee		The Trustees
5	Charlie Chesman	Trustee	Up to 14th Oct 2023	The Trustees
6	Andrew Davis	Trustee		The Trustees
10	Valerie Trevor	Trustee		The Trustees
11	Jonathan Hodgson	Trustee		The Trustees
12	Hannah Ryan	Trustee	From 14th Oct 2023	The Trustees
13				
14				
15				
16				
17				
18				
19				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM by Members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Trustees are continually reviewing the staff training, especially around safeguarding, health and safety and ensuring policies and procedures are up to date.

We completed the annual staff training that covered Safeguarding, Child Protection, First Aid, Manual Handling and Fire Safety.

The Trustees have a risk register which is kept up to date so that identifiable risks can be managed. The policies and procedures of the Charity are reviewed annually.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The object of the Project is to provide the necessary facilities for the development, recreation and care of children with disabilities and special needs that are resident in the Adur/Sussex area and affording respite to the members' families whilst they are with the Project. We also aim to train and develop anyone wishing to get into this sector as a career.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trustees have considered the Objectives set out in the Constitution and produced a set of aims that they use to guide the activities. These are:

- To provide a minimum of 20 weekend play schemes per year for the benefit, encouragement, and stimulation of local children aged 5-15 years who have special/additional needs and disabilities
- To provide respite for parents, carers and siblings of the Project's members whilst they are at the play schemes
- To encourage the children's social and communication skills thereby supporting co-ordination and confidence
- To help the children interact with one another and the wider community
- To enable the children to feel less isolated, and more valued as an important part of the Project

Our current activities, listed below, are in accordance with these aims:

- A fortnightly weekend play scheme

The Trustees have paid due regard to the public benefit guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

<u>Trustees, Staff and Volunteers</u>

The Charity uses a mix of paid employees and volunteers to deliver its services. ASNP ensures that employees and volunteers are professionally trained and supported. The Charity's aim is to be an integrated Project in which parents, carers, employees, volunteers and the children are all part of 'the team'.

Funding is provided through nominal membership fees, applications to external grant givers and in-house fundraising events.

All Trustees, employees and volunteers are DBS checked.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

There have been two changes in Trustee personnel over the last year. Charlie Chesman left in October 2023 due to personal reasons.

Hannah Ryan joined us as trustee to backup our general running expertise in October 2023.

Our three year plan was to grow to an attendance of 30 children by April 2023. Whist we have not quite achieved this milestone, we have grown to our capacity for the current Play Scheme. We have continually recruited Play Assistants throughout the year and have managed to retain the services of more Play Assistants over the year than in 2022/23, thereby allowing the provision to grow. Our plan is to grow further and to help as many local SEND children as we possibly can with our available resources.

The total number of children attending our Play Schemes increased from 22 to 24, with most children receiving multiple Play Sessions each term. In addition as of 31st March 2024 we had 4 children on the waiting list. This highlights the continued demand that we have for our services in the area. The average attendance for each play scheme increased from 15.2 to 16.5 year on year. Our plan in the coming year is to continue to actively seek to grow the numbers to achieve our overall aim of 30 children per session.

In terms of Financials and Fundraising, the Charity had another successful year. Turnover increased by £4k and costs increased by £5.3k compared to 2022/23. These results mean the Charity had a surplus in the year of £8.5k compared to £8.2k in 2022/23. The main reason for the increase in revenue was that the Charity received a Grant from the People's Postcode Community Fund. The cost increase was mainly due to an increase in wage rates as we dealt with higher National Minimum Wage limits and an increase in Playscheme attendees.

The Charity has been able to continue its main fundraising events during the year being the annual Shoreham Star Trail event, Golf Days and a Sponsored Walk. The funds raised by this event totalled £12.2k in 2023/24. Other Grants applied for and received were Children in Need, Bailly Thomas and Magic Little Grants totalling £13k.

In addition to the above, the Charity received a Grant of £25k form the Ernest Hecht Foundation. This has been deferred in the accounts until 2024/25 as the Trustees are using this money to launch a new service called the Stage Production Workshop. The money will be used to put on 6 workshops plus a show and intends to involve up to a maximum of 24 local SEND children.

Section D Achievements and performance

Section E Financial review

Brief statement of the charity's policy on reserves	The Trustees aim to have at least 6 months of running costs available to it as reserves. As at the end of 2023/24, the Charity had surplus reserves in excess of this amount due to the success of the fundraising in the current and previous years and also due to the tight control of its costs. We also received a large, unexpected grant of £15k from the People's Postcode Lottery Community Fund.
Details of any funds materially in deficit	None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about: • the charity's principal sources of funds (including any fundraising); • how expenditure has supported the key objectives of the charity; • investment policy and objectives including any ethical investment policy adopted.	Whilst the Charity's reserves continue to be higher than we had anticipated, the Trustees do not intend to hold these reserves any longer than necessary and we are continuing to look to increase our average children per Play Scheme as quickly as possible. The Trustees are also now actively recruiting for at least two new trustees. One of which is required to have Safeguarding and Children safety experience.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Heidi Rush	Jon Rush
Position (e.g. Secretary, Chair, etc)	Chair	Treasurer
Date	25/04/2024	25/04/2024

REGISTERED CHARITY NUMBER: 1088423

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

FOR

ADUR SPECIAL NEEDS PROJECT

Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

ADUR SPECIAL NEEDS PROJECT

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

ADUR SPECIAL NEEDS PROJECT

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES
Objectives and aims
To provide a safe, stimulating, supportive, and fun service for its members. Adur Special Needs Project has outlined a clear statement of aims & objectives which are:
1. Provide a safe, secure and fun play scheme for children with Special Needs and Disabilities;
2. Provide the children's families with respite time;
3. Provide anyone 16 years of age and above with part-time employment and volunteering opportunities.

STRUCTURE, GOVERNANCE AND MANAGEMENT
Governing document
The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS
Registered Charity number
1088423

Principal address
197 Brighton Road
Lancing
West Sussex
BN15 8JB

Trustees
V A Trevor
H Rush
C Chesman (resigned 14.10.2023)
J Rush
A Davis
J Hodgson
H Ryan (appointed 14.10.2023)

Independent Examiner
Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

Approved by order of the board of trustees on 12th June 2024 and signed on its behalf by:

....
H Rush - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ADUR SPECIAL NEEDS PROJECT

Independent examiner's report to the trustees of Adur Special Needs Project
I report to the charity trustees on my examination of the accounts of Adur Special Needs Project (the Trust) for the year ended 31 March 2024.

Responsibilities and basis of report
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simon James

Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

Date: 25 June 2024

ADUR SPECIAL NEEDS PROJECT

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 Unrestricted fund £	2023 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		56,325	52,375
Investment income	2	2,779	1,218
Total		59,104	53,593
EXPENDITURE ON			
Raising funds		752	4,348
Charitable activities			
Scheme services		49,886	41,063
Total		50,638	45,411
NET INCOME		8,466	8,182
RECONCILIATION OF FUNDS			
Total funds brought forward		93,459	85,277
TOTAL FUNDS CARRIED FORWARD		101,925	93,459

The notes form part of these financial statements

ADUR SPECIAL NEEDS PROJECT

BALANCE SHEET
31 MARCH 2024

	Notes	2024 Unrestricted fund £	2023 Total funds £
FIXED ASSETS			
Tangible assets	5	2.511	1.244
CURRENT ASSETS			
Cash at bank and in hand		125.614	93.445
CREDITORS			
Amounts falling due within one year	6	(26.200)	(1.230)
NET CURRENT ASSETS		99.414	92.215
TOTAL ASSETS LESS CURRENT LIABILITIES		101.925	93.459
NET ASSETS		101.925	93.459
FUNDS	7		
Unrestricted funds		101.925	93.459
TOTAL FUNDS		101.925	93.459

The financial statements were approved by the Board of Trustees and authorised for issue on 12th June 2024 and were signed on its behalf by:

....
H Rush - Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 33% on cost

Taxation
The charity is exempt from tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

continued...

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

2. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	2,779	1,218

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

During the year no trustees were reimbursed for any expenses incurred on behalf of the charity.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund
	£
INCOME AND ENDOWMENTS FROM	
Donations and legacies	52,375
Investment income	1,218
Total	53,593
EXPENDITURE ON	
Raising funds	4,348
Charitable activities	
Scheme services	41,063
Total	45,411
NET INCOME	8,182
RECONCILIATION OF FUNDS	
Total funds brought forward	85,277
TOTAL FUNDS CARRIED FORWARD	93,459

continued...

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2023	10.259
Additions	1.892
At 31 March 2024	12.151
DEPRECIATION	
At 1 April 2023	9.015
Charge for year	625
At 31 March 2024	9.640
NET BOOK VALUE	
At 31 March 2024	2.511
At 31 March 2023	1.244

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Other creditors	26.200	1.230

7. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	93.459	8.466	101.925
TOTAL FUNDS	93.459	8.466	101.925

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	59.104	(50.638)	8.466
TOTAL FUNDS	59.104	(50.638)	8.466

continued...

7. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	85.277	8.182	93.459
TOTAL FUNDS	85.277	8.182	93.459

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	53.593	(45.411)	8.182
TOTAL FUNDS	53.593	(45.411)	8.182

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	85.277	16.648	101.925
TOTAL FUNDS	85.277	16.648	101.925

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	112.697	(96.049)	16.648
TOTAL FUNDS	112.697	(96.049)	16.648

continued...

8. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

ADUR SPECIAL NEEDS PROJECT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024

	2024	2023
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	21,657	3,784
Grants	13,000	16,250
Subscriptions	9,420	8,880
Event income	12,248	23,461
	56,325	52,375
Investment income		
Deposit account interest	2,779	1,218
Total incoming resources	59,104	53,593
EXPENDITURE		
Raising donations and legacies		
Fundraising & event expenses	752	4,348
Charitable activities		
Wages	39,231	32,910
Other operating leases	1,640	1,600
Insurance	1,157	917
Postage and stationery	54	-
Sundries	200	85
Project expenses	1,042	848
Training	1,580	787
Uniform	834	176
Equipment repairs & renewals	394	1,008
Professional fees	605	656
IT Software & consumables	775	-
Fixtures and fittings	624	476
	48,136	39,463
Support costs		
Management		
Telephone	50	-
Advertising	90	-
	140	-
Governance costs		
Accountancy and legal fees	1,610	1,600

This page does not form part of the statutory financial statements

ADUR SPECIAL NEEDS PROJECT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024

	2024	2023
	£	£
Total resources expended	50.638	45.411
Net income	8.466	8.182

This page does not form part of the statutory financial statements

REGISTERED CHARITY NUMBER: 1088423

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

FOR

ADUR SPECIAL NEEDS PROJECT

Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

ADUR SPECIAL NEEDS PROJECT

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

ADUR SPECIAL NEEDS PROJECT

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

To provide a safe, stimulating, supportive, and fun service for its members. Adur Special Needs Project has outlined a clear statement of aims & objectives which are:

1. Provide a safe, secure and fun play scheme for children with Special Needs and Disabilities;
2. Provide the children's families with respite time;
3. Provide anyone 16 years of age and above with part-time employment and volunteering opportunities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1088423

Principal address

197 Brighton Road
Lancing
West Sussex
BN15 8JB

Trustees

V A Trevor
H Rush
C Chesman (resigned 14.10.2023)
J Rush
A Davis
J Hodgson
H Ryan (appointed 14.10.2023)

Independent Examiner

Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

Approved by order of the board of trustees on 12th June 2024 and signed on its behalf by:

....

H Rush - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ADUR SPECIAL NEEDS PROJECT

Independent examiner's report to the trustees of Adur Special Needs Project
I report to the charity trustees on my examination of the accounts of Adur Special Needs Project (the Trust) for the year ended 31 March 2024.

Responsibilities and basis of report
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records: or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simon James

Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

Date: 25 June 2024

ADUR SPECIAL NEEDS PROJECT

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 Unrestricted fund £	2023 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		56,325	52,375
Investment income	2	2,779	1,218
Total		59,104	53,593
EXPENDITURE ON			
Raising funds		752	4,348
Charitable activities			
Scheme services		49,886	41,063
Total		50,638	45,411
NET INCOME		8,466	8,182
RECONCILIATION OF FUNDS			
Total funds brought forward		93,459	85,277
TOTAL FUNDS CARRIED FORWARD		101,925	93,459

The notes form part of these financial statements

ADUR SPECIAL NEEDS PROJECT

BALANCE SHEET
31 MARCH 2024

	Notes	2024 Unrestricted fund £	2023 Total funds £
FIXED ASSETS			
Tangible assets	5	2,511	1,244
CURRENT ASSETS			
Cash at bank and in hand		125,614	93,445
CREDITORS			
Amounts falling due within one year	6	(26,200)	(1,230)
NET CURRENT ASSETS		99,414	92,215
TOTAL ASSETS LESS CURRENT LIABILITIES		101,925	93,459
NET ASSETS		101,925	93,459
FUNDS	7		
Unrestricted funds		101,925	93,459
TOTAL FUNDS		101,925	93,459

The financial statements were approved by the Board of Trustees and authorised for issue on 12th June 2024 and were signed on its behalf by:

....
H Rush - Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 33% on cost

Taxation
The charity is exempt from tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

continued...

2. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	2,779	1,218

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

During the year no trustees were reimbursed for any expenses incurred on behalf of the charity.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund
	£
INCOME AND ENDOWMENTS FROM	
Donations and legacies	52,375
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EXPENDITURE ON	
Raising funds	4,348
Charitable activities	
Scheme services	41,063
Total	45,411
NET INCOME	8,182
RECONCILIATION OF FUNDS	
Total funds brought forward	85,277
TOTAL FUNDS CARRIED FORWARD	93,459

continued...

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2023	10.259
Additions	1.892
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At 31 March 2024	2.511
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7. MOVEMENT IN FUNDS

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TOTAL FUNDS	59.104	(50.638)	8.466

continued...

7. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
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Unrestricted funds			
General fund	53.593	(45.411)	8.182
TOTAL FUNDS	53.593	(45.411)	8.182

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	85.277	16.648	101.925
TOTAL FUNDS	85.277	16.648	101.925

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	112.697	(96.049)	16.648
TOTAL FUNDS	112.697	(96.049)	16.648

continued...

ADUR SPECIAL NEEDS PROJECT

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

8. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

ADUR SPECIAL NEEDS PROJECT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024

	2024	2023
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	21,657	3,784
Grants	13,000	16,250
Subscriptions	9,420	8,880
Event income	12,248	23,461
	56,325	52,375
Investment income		
Deposit account interest	2,779	1,218
Total incoming resources	59,104	53,593
EXPENDITURE		
Raising donations and legacies		
Fundraising & event expenses	752	4,348
Charitable activities		
Wages	39,231	32,910
Other operating leases	1,640	1,600
Insurance	1,157	917
Postage and stationery	54	-
Sundries	200	85
Project expenses	1,042	848
Training	1,580	787
Uniform	834	176
Equipment repairs & renewals	394	1,008
Professional fees	605	656
IT Software & consumables	775	-
Fixtures and fittings	624	476
	48,136	39,463
Support costs		
Management		
Telephone	50	-
Advertising	90	-
	140	-
Governance costs		
Accountancy and legal fees	1,610	1,600

This page does not form part of the statutory financial statements

ADUR SPECIAL NEEDS PROJECT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024

	2024 £	2023 £
Total resources expended	50,638	45,411
Net income	8,466	8,182

This page does not form part of the statutory financial statements

Accounts

Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	04	2022	To	31	03	2023

Section A Reference and administration details

Charity name: Adur Special Needs Project

Other names charity is known by: ASNP

Registered charity number (if any): 1088423

Charity's principal address:
197 Brighton Road
Lancing
West Sussex
Postcode: **BN15 8JB**

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Heidi Rush	Chair		The Trustees
4	Jon Rush	Trustee		The Trustees
5	Charlie Chesman	Trustee		The Trustees
6	Andrew Davis	Trustee		The Trustees
7	Yvonne Wilson	Trustee	To 24th Sep 2022	The Trustees
8	Andy Stowell	Trustee	To 24th Sep 2022	The Trustees
10	Valerie Trevor	Trustee		The Trustees
11	Jonathan Hodgson	Trustee	From 24th Sep 2022	The Trustees
12				
13				
14				
15				
16				
17				
18				
19				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM by Members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Trustees are continually reviewing the staff training, especially around safeguarding, health and safety and ensuring policies and procedures are up to date.

We have completed the annual staff training in terms of Safeguarding, Child protection and First Aid.

The trustees have a risk register which is kept up to date so that identifiable risks can be managed. The policies and procedures of the Charity are reviewed annually.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document	The object of the Project shall be to provide the necessary facilities for the development, recreation and care of children with disabilities and special needs that are normally resident in the Adur/Sussex area and affording respite to the members' families whilst they are with the Project.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trustees have considered the Objectives set out in the Constitution and produced a set of aims that they use to guide the activities. These are:

- To provide 20 weekend play schemes per year for the benefit, encouragement, and stimulation of local children aged 5-15 years who have special/additional needs and disabilities
- To provide respite for parents, carers and siblings of the Project's members whilst they are at the play schemes
- To encourage the children's social and communication skills thereby supporting co-ordination and confidence
- To help the children interact with one another and the wider community
- To enable the children to feel less isolated, and more valued as an important part of the Project

Our current activities, listed below, are in accordance with these aims:

- A fortnightly weekend play scheme

The Trustees have paid due regard to the public benefit guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Trustees, Staff and Volunteers

The Charity uses a mix of paid employees and volunteers to deliver its services. ASNP ensures that employees and volunteers are professionally trained and supported. The Charity's aim is to be an integrated Project in which parents, carers, employees, volunteers and the children are all part of 'the team'.

Funding is provided through nominal membership fees, applications to external grant givers and in-house fundraising events.

All Trustees, employees and volunteers are DBS checked.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

There have been three changes in Trustee personnel over the last year. Yvonne Wilson left in September due to personal reasons and a conflict of interest arose between the Charity's services and Andy Stowell's new role with East Sussex County Council.

Jonathan Hodgson joined us as trustee responsible for grant applications in September 2022.

Our three year plan was to grow to an attendance of 30 children by April 2023. We have continually recruited Play Assistants throughout the year, however, we have also lost Play Assistants from the Charity due to a myriad of reasons including moving to university, change of personal circumstances and the fact that some were not performing to our standards. Our plan is still to grow the Charity to help as many local SEND children as we possibly can with our available resources.

The total number of children attending our Play Schemes increased from 17 to 22. In addition as of 31st March 2023 we had 8 on the waiting list. This highlights the demand that we have experienced for our services in the area. The average attendance for each play scheme increased from 14.5 to 15.2 year on year. Our plan in the coming year is to continue to actively seek to grow the numbers to achieve our overall aim of 30 children per session.

In terms of Financials and Fundraising, the Charity had another successful year. Turnover increased by £2.3k and costs increased by £1.4k compared to 2021/22. These results mean the Charity had a surplus in the year of £8.2k compared to £7k in 2021/22. The main reason for the increase in revenue was the events that we were able to run. The cost increase was mainly due to an increase in wage rate increases as we dealt with higher National Minimum Wage limits and the cost of living increase.

Fortunately, the Charity has been able to run its main fundraising event during the year being the annual Shoreham Star Trail event. The funds raised by this event totalled £7.8k in 2022/23. We held our second sponsored walk that totalled income of £2.8k. The Charity was also the recipient of a Golf Day organised in conjunction with Lancing Business Park, which raised a further £4.9k. Other Grants applied for and received were Children in Need and Sussex Community Fund.

Section D Achievements and performance

Section E Financial review

Brief statement of the charity's policy on reserves	The Trustees aim to have at least 6 months of running costs available to it as reserves. As at the end of 2022/23, the Charity had surplus reserves in excess of this amount due to the success of the fundraising in the current and previous years and also due to the tight control of its costs. This means that the Trustees have been able to continue to plan to expand the number of children it can accept for each Play Scheme to its aim of 30.
Details of any funds materially in deficit	None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about: • the charity's principal sources of funds (including any fundraising); • how expenditure has supported the key objectives of the charity; • investment policy and objectives including any ethical investment policy adopted.	The Charity's reserves continue to be higher than we had anticipated. This is a result of good cost control, grant application success and running successful fundraising events. The Charity does not intend to hold these reserves any longer than necessary and we are actively looking to increase our average children to a total of 30 places per Play Scheme as quickly as possible. The Trustees are also now actively recruiting for at least two trustees. One of which is required to have Safeguarding and Children safety experience.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Heidi Rush	Jon Rush
Position (e.g. Secretary, Chair, etc)	Chair	Treasurer

Date | 04/05/2023 | 04/05/2023

REGISTERED CHARITY NUMBER: 1088423

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

FOR

ADUR SPECIAL NEEDS PROJECT

Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

ADUR SPECIAL NEEDS PROJECT

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

ADUR SPECIAL NEEDS PROJECT

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES
Objectives and aims
To provide a safe, stimulating, supportive, and fun service for its members, Adur Special Needs Project has outlined a clear statement of aims & objectives which are:
1. Provide a safe, secure and fun play scheme for children with Special Needs and Disabilities;
2. Provide the children's families with respite time;
3. Provide anyone 16 years of age and above with part-time employment and volunteering opportunities.

STRUCTURE, GOVERNANCE AND MANAGEMENT
Governing document
The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS
Registered Charity number
1088423

Principal address
197 Brighton Road
Lancing
West Sussex
BN15 8JB

Trustees
V A Trevor
H Rush
C Chesman
J Rush
Y Wilson (resigned 24.9.2022)
A Davis
A Stowell (resigned 24.9.2022)
J Hodgson (appointed 24.9.2022)

Independent Examiner
Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

Approved by order of the board of trustees on 30th May 2023 and signed on its behalf by:

....
H Rush - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ADUR SPECIAL NEEDS PROJECT

Independent examiner's report to the trustees of Adur Special Needs Project
I report to the charity trustees on my examination of the accounts of Adur Special Needs Project (the Trust) for the year ended 31 March 2023.

Responsibilities and basis of report
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simon James

Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

Date: 12th June 2023

ADUR SPECIAL NEEDS PROJECT

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 Unrestricted fund £	2022 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		52,375	50,662
Investment income	2	1,218	637
Total		53,593	51,299
EXPENDITURE ON			
Raising funds		4,348	712
Charitable activities			
Scheme services		41,063	43,321
Total		45,411	44,033
NET INCOME		8,182	7,266
RECONCILIATION OF FUNDS			
Total funds brought forward		85,277	78,011
TOTAL FUNDS CARRIED FORWARD		93,459	85,277

The notes form part of these financial statements

ADUR SPECIAL NEEDS PROJECT

BALANCE SHEET
31 MARCH 2023

	Notes	2023 Unrestricted fund £	2022 Total funds £
FIXED ASSETS			
Tangible assets	5	1,244	406
CURRENT ASSETS			
Debtors	6	-	30
Cash at bank and in hand		93,445	85,891
		93,445	85,921
CREDITORS			
Amounts falling due within one year	7	(1,230)	(1,050)
NET CURRENT ASSETS		92,215	84,871
TOTAL ASSETS LESS CURRENT LIABILITIES		93,459	85,277
NET ASSETS		93,459	85,277
FUNDS	8		
Unrestricted funds		93,459	85,277
TOTAL FUNDS		93,459	85,277

The financial statements were approved by the Board of Trustees and authorised for issue on 30th May 2023 .... and were signed on its behalf by:

....
H Rush - Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 33% on cost

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	1,218	637

continued...

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

During the year no trustees were reimbursed for any expenses incurred on behalf of the charity.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	50,662
Investment income	637
Total	51,299
EXPENDITURE ON	
Raising funds	712
Charitable activities	
Scheme services	43,321
Total	44,033
NET INCOME	7,266
RECONCILIATION OF FUNDS	
Total funds brought forward	78,011
TOTAL FUNDS CARRIED FORWARD	85,277

continued...

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2022	8,946
Additions	1,313
At 31 March 2023	10,259
DEPRECIATION	
At 1 April 2022	8,540
Charge for year	475
At 31 March 2023	9,015
NET BOOK VALUE	
At 31 March 2023	1,244
At 31 March 2022	406

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade debtors	-	30

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Other creditors	1,230	1,050

8. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	85,277	8,182	93,459
TOTAL FUNDS	85,277	8,182	93,459

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	53,593	(45,411)	8,182
TOTAL FUNDS	53,593	(45,411)	8,182

continued...

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	78,011	7,266	85,277
TOTAL FUNDS	78,011	7,266	85,277

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	51,299	(44,033)	7,266
TOTAL FUNDS	51,299	(44,033)	7,266

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	78,011	15,448	93,459
TOTAL FUNDS	78,011	15,448	93,459

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	104,892	(89,444)	15,448
TOTAL FUNDS	104,892	(89,444)	15,448

continued...

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

ADUR SPECIAL NEEDS PROJECT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	-	1
Donations	3,784	5,397
Grants	16,250	22,470
Subscriptions	8,880	10,200
Event income	23,461	12,594
	52,375	50,662
Investment income		
Deposit account interest	1,218	637
Total incoming resources	53,593	51,299
EXPENDITURE		
Raising donations and legacies		
Fundraising & event expenses	4,348	712
Charitable activities		
Wages	32,910	33,251
Other operating leases	1,600	1,680
Insurance	917	762
Postage and stationery	-	93
Sundries	85	338
Project expenses	848	1,246
Training	787	4,212
Uniform	176	80
Equipment repairs & renewals	1,008	245
GADS refund	-	(979)
Professional fees	656	97
Fixtures and fittings	476	826
	39,463	41,851
Support costs		
Governance costs		
Accountancy and legal fees	1,600	1,470
Total resources expended	45,411	44,033
Net income	8,182	7,266

This page does not form part of the statutory financial statements

REGISTERED CHARITY NUMBER: 1088423

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

FOR

ADUR SPECIAL NEEDS PROJECT

Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

ADUR SPECIAL NEEDS PROJECT

CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

ADUR SPECIAL NEEDS PROJECT

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES
Objectives and aims
To provide a safe, stimulating, supportive, and fun service for its members, Adur Special Needs Project has outlined a clear statement of aims & objectives which are:
1. Provide a safe, secure and fun play scheme for children with Special Needs and Disabilities;
2. Provide the children's families with respite time;
3. Provide anyone 16 years of age and above with part-time employment and volunteering opportunities.

STRUCTURE, GOVERNANCE AND MANAGEMENT
Governing document
The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS
Registered Charity number
1088423

Principal address
197 Brighton Road
Lancing
West Sussex
BN15 8JB

Trustees
V A Trevor
H Rush
C Chesman
J Rush
Y Wilson (resigned 24.9.2022)
A Davis
A Stowell (resigned 24.9.2022)
J Hodgson (appointed 24.9.2022)

Independent Examiner
Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

Approved by order of the board of trustees on 30th May 2023 and signed on its behalf by:

....
H Rush - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ADUR SPECIAL NEEDS PROJECT

Independent examiner's report to the trustees of Adur Special Needs Project
I report to the charity trustees on my examination of the accounts of Adur Special Needs Project (the Trust) for the year ended 31 March 2023.

Responsibilities and basis of report
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simon James

Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

Date: 12th June 2023

ADUR SPECIAL NEEDS PROJECT

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 Unrestricted fund £	2022 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		52,375	50,662
Investment income	2	1,218	637
Total		53,593	51,299
EXPENDITURE ON			
Raising funds		4,348	712
Charitable activities			
Scheme services		41,063	43,321
Total		45,411	44,033
NET INCOME		8,182	7,266
RECONCILIATION OF FUNDS			
Total funds brought forward		85,277	78,011
TOTAL FUNDS CARRIED FORWARD		93,459	85,277

The notes form part of these financial statements

ADUR SPECIAL NEEDS PROJECT

BALANCE SHEET
31 MARCH 2023

	Notes	2023 Unrestricted fund £	2022 Total funds £
FIXED ASSETS			
Tangible assets	5	1,244	406
CURRENT ASSETS			
Debtors	6	-	30
Cash at bank and in hand		93,445	85,891
		93,445	85,921
CREDITORS			
Amounts falling due within one year	7	(1,230)	(1,050)
NET CURRENT ASSETS		92,215	84,871
TOTAL ASSETS LESS CURRENT LIABILITIES		93,459	85,277
NET ASSETS		93,459	85,277
FUNDS	8		
Unrestricted funds		93,459	85,277
TOTAL FUNDS		93,459	85,277

The financial statements were approved by the Board of Trustees and authorised for issue on 30th May 2023 .... and were signed on its behalf by:

....
H Rush - Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 33% on cost

Taxation
The charity is exempt from tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	1,218	637

continued...

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

During the year no trustees were reimbursed for any expenses incurred on behalf of the charity.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	50,662
Investment income	637
Total	51,299
EXPENDITURE ON	
Raising funds	712
Charitable activities	
Scheme services	43,321
Total	44,033
NET INCOME	7,266
RECONCILIATION OF FUNDS	
Total funds brought forward	78,011
TOTAL FUNDS CARRIED FORWARD	85,277

continued...

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2022	8,946
Additions	1,313
At 31 March 2023	10,259
DEPRECIATION	
At 1 April 2022	8,540
Charge for year	475
At 31 March 2023	9,015
NET BOOK VALUE	
At 31 March 2023	1,244
At 31 March 2022	406

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade debtors	-	30

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Other creditors	1,230	1,050

8. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	85,277	8,182	93,459
TOTAL FUNDS	85,277	8,182	93,459

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	53,593	(45,411)	8,182
TOTAL FUNDS	53,593	(45,411)	8,182

continued...

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	78,011	7,266	85,277
TOTAL FUNDS	78,011	7,266	85,277

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	51,299	(44,033)	7,266
TOTAL FUNDS	51,299	(44,033)	7,266

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	78,011	15,448	93,459
TOTAL FUNDS	78,011	15,448	93,459

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	104,892	(89,444)	15,448
TOTAL FUNDS	104,892	(89,444)	15,448

continued...

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

ADUR SPECIAL NEEDS PROJECT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023

	2023	2022
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	-	1
Donations	3,784	5,397
Grants	16,250	22,470
Subscriptions	8,880	10,200
Event income	23,461	12,594
	52,375	50,662
Investment income		
Deposit account interest	1,218	637
Total incoming resources	53,593	51,299
EXPENDITURE		
Raising donations and legacies		
Fundraising & event expenses	4,348	712
Charitable activities		
Wages	32,910	33,251
Other operating leases	1,600	1,680
Insurance	917	762
Postage and stationery	-	93
Sundries	85	338
Project expenses	848	1,246
Training	787	4,212
Uniform	176	80
Equipment repairs & renewals	1,008	245
GADS refund	-	(979)
Professional fees	656	97
Fixtures and fittings	476	826
	39,463	41,851
Support costs		
Governance costs		
Accountancy and legal fees	1,600	1,470
Total resources expended	45,411	44,033
Net income	8,182	7,266

This page does not form part of the statutory financial statements

ADUR SPECIAL NEEDS PROJECT

England & Wales - Charity number 1088423

Accounts

Trustees' Annual Report for the period

From

Period start date

To

Period end date

01
04
2021

31
03
2022

Section A Reference and administration details

Charity name

Adur Special Needs Project

Other names charity is known by

ASNP

Registered charity number (if any)

1088423

Charity's principal address

197 Brighton Road

Lancing

West Sussex

Postcode

BN15 8JB

Names of the charity trustees who manage the charity

Trustee name
Office (if any)
Dates acted if not for whole year
Name of person (or body) entitled to appoint trustee (if any)

1
Heidi Rush
Chair

The Trustees

4
Jon Rush
Trustee

The Trustees

5
Charlie Chesman
Trustee

The Trustees

6

Andrew Davis
Trustee

The Trustees

7

Yvonne Wilson
Trustee

The Trustees

8

Andy Stowell
Trustee

The Trustees

10

Valerie Trevor
Trustee

The Trustees

11

12

13

14

15

16

17

18

19

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name
Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser
Name
Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(eg. appointed by, elected by)

Elected at AGM by Members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Trustees have performed a number of reviews during the year, mainly around IT and risk management.

This has resulted in the whole Management team being updated on the various aspects of cyber security. We have also completed a comprehensive risk assessment review across the charity and updated the Risk Register accordingly.

In terms of the major elements of risk and responsibility, the trustees are continually reviewing the staff training, especially around safeguarding, health and safety and ensuring policies and procedures are up to date.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The object of the Project shall be to provide the necessary facilities for the development, recreation and care of children with disabilities and special needs that are normally resident in the Sussex area and affording respite to the members' families whilst they are with the Project.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trustees have considered the Objectives set out in the Constitution and produced a set of aims that they use to guide the activities. These are:

- To provide 20 weekend play schemes per year for the benefit, encouragement, and stimulation of local children aged 5-15 years who have special/additional needs and disabilities
- To provide respite for parents, carers and siblings of the Project's members whilst they are at the play schemes
- To encourage the children's social and communication skills thereby supporting co-ordination and confidence
- To help the children interact with one another and the wider community
- To enable the children to feel less isolated, and more valued as an important part of the Project

Our current activities, listed below, are in accordance with these aims:

- A fortnightly weekend play scheme

The Trustees have paid due regard to the public benefit guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Trustees, Staff and Volunteers

The Charity uses a mix of paid employees and volunteers to deliver its services. ASNP ensures that employees and volunteers are professionally trained and supported. The Charity's aim is to be an integrated Project in which parents, carers, employees, volunteers and the children are all part of 'the team'.

Funding is provided through nominal membership fees, applications to external grant givers and in-house fundraising events.

All Trustees, employees and volunteers are DBS checked.

Section D Achievements and performance

Section D	Achievements and performance
Summary of the main achievements of the charity during the year	There have not been any changes in Trustee personnel over the last year. Operationally, we have continued to be affected by the COVID-19 outbreak but have managed to run all sessions during the year at mostly full capacity. The Charity employees have managed the risk of the Pandemic admirably, and we continue to take all reasonable steps to ensure that staff and children are kept safe as much as possible. We have also recruited a number of new Play Assistants due to expected growth in children. Unfortunately this year, we have again also experienced a larger than hoped for turnover of staff during the year. This has been mainly attributable to personal circumstances. Numbers of children attending our Play Schemes diminished from 19 to 17. This was mainly due to children's ages falling outside of our remit. The average attendance for each play scheme increased from 11.5 to 14.5 year on year. The reason for the average increase was the lesser effects of COVID. We continue to actively seek to grow the numbers to double the Charity's attendees during the next year to a minimum average of 20 children per Play Scheme. In terms of Financials and Fundraising, the Charity had another successful year despite the Pandemic. Turnover increased by £3k and costs increased by £7.5k compared to 2020/21. These results mean the Charity had a surplus in the year of £7k compared to £11k in 2020/21. The main reason for the increase in revenue was the events that we were able to reinstate and run. The cost increase was mainly due to an increase in wages as we were able to offer more places to children than in 2020/21 during the Pandemic. Fortunately, the Charity have been able to run their main fundraising event during the year being the annual Shoreham Star Trail event. The funds raised by this event was over £6.7k in 2021/22. We also held our first sponsored walk that totalled income of £6k. Other Grants applied for and received were Children in Need and Henry Smith Foundation.

Section E Financial review

Section D	Achievements and performance
Brief statement of the charity's policy on reserves	The Trustees aim to have at least 6 months of running costs available to it as reserves. As at the end of 2020/21, the Charity had surplus reserves partly due to the success of the fundraising in the current and previous years and also due to the tight control of its costs. This means that the Trustees have been able to continue to plan to expand the number of children it can accept for each Play Scheme to a minimum of 20 by 2023.
Details of any funds materially in deficit	None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about: • the charity's principal sources of funds (including any fundraising); • how expenditure has supported the key objectives of the charity; • investment policy and objectives including any ethical investment policy adopted.	The Charity's reserves continue to be higher than we had anticipated. This is a result of good cost control, grant application success and running successful fundraising events. The Charity does not intend to hold these reserves any longer than necessary and we are actively looking to increase our average children to a minimum of 20 places per Play Scheme as quickly as possible.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Heidi Rush

Jon Rush

Position (e.g. Secretary, Chair, etc)

Chair
Treasurer

Date

25/04/2022
25/04/2022

REGISTERED CHARITY NUMBER: 1088423

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

FOR

ADUR SPECIAL NEEDS PROJECT

Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
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ADUR SPECIAL NEEDS PROJECT

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

ADUR SPECIAL NEEDS PROJECT

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3. Provide anyone 16 years of age and above with part-time employment and volunteering opportunities.

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1088423

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Trustees
V A Trevor
H Rush
C Chesman
J Rush
Y Wilson
A Davis
A Stowell

Independent Examiner
Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

Approved by order of the board of trustees on 2nd August 2022 and signed on its behalf by:

....
H Rush - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ADUR SPECIAL NEEDS PROJECT

Independent examiner's report to the trustees of Adur Special Needs Project
I report to the charity trustees on my examination of the accounts of Adur Special Needs Project (the Trust) for the year ended 31 March 2022.

Responsibilities and basis of report
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simon James
Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

Date: 3 August 2022

ADUR SPECIAL NEEDS PROJECT

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 Unrestricted fund £	2021 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		50,662	47,265
Investment income	2	637	325
Total		51,299	47,590
EXPENDITURE ON			
Raising funds		712	186
Charitable activities			
Scheme services		43,321	36,285
Total		44,033	36,471
NET INCOME		7,266	11,119
RECONCILIATION OF FUNDS			
Total funds brought forward		78,011	66,892
TOTAL FUNDS CARRIED FORWARD		85,277	78,011

The notes form part of these financial statements

ADUR SPECIAL NEEDS PROJECT

BALANCE SHEET
31 MARCH 2022

	Notes	2022 Unrestricted fund £	2021 Total funds £
FIXED ASSETS			
Tangible assets	5	406	1,167
CURRENT ASSETS			
Debtors	6	30	2,760
Cash at bank and in hand		85,891	85,613
		85,921	88,373
CREDITORS			
Amounts falling due within one year	7	(1,050)	(11,529)
NET CURRENT ASSETS		84,871	76,844
TOTAL ASSETS LESS CURRENT LIABILITIES		85,277	78,011
NET ASSETS		85,277	78,011
FUNDS	8		
Unrestricted funds		85,277	78,011
TOTAL FUNDS		85,277	78,011

The financial statements were approved by the Board of Trustees and authorised for issue on 2nd August 2022 and were signed on its behalf by:

....
H Rush - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 33% on cost

Taxation
The charity is exempt from tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	637	325

continued...

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

During the year no trustees were reimbursed for any expenses incurred on behalf of the charity.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	47,265
Investment income	325
Total	47,590
EXPENDITURE ON	
Raising funds	186
Charitable activities	
Scheme services	36,285
Total	36,471
NET INCOME	11,119
RECONCILIATION OF FUNDS	
Total funds brought forward	66,892
TOTAL FUNDS CARRIED FORWARD	78,011

continued...

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2021	8,881
Additions	65
At 31 March 2022	8,946
DEPRECIATION	
At 1 April 2021	7,714
Charge for year	826
At 31 March 2022	8,540
NET BOOK VALUE	
At 31 March 2022	406
At 31 March 2021	1,167

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	30	2,760

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other creditors	1,050	11,529

8. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	78,011	7,266	85,277
TOTAL FUNDS	78,011	7,266	85,277

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	51,299	(44,033)	7,266
TOTAL FUNDS	51,299	(44,033)	7,266

continued...

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	66,892	11,119	78,011
TOTAL FUNDS	66,892	11,119	78,011

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	47,590	(36,471)	11,119
TOTAL FUNDS	47,590	(36,471)	11,119

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	66,892	18,385	85,277
TOTAL FUNDS	66,892	18,385	85,277

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	98,889	(80,504)	18,385
TOTAL FUNDS	98,889	(80,504)	18,385

continued...

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

ADUR SPECIAL NEEDS PROJECT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	1	-
Donations	5,397	20,930
Grants	22,470	17,205
Subscriptions	10,200	8,220
Sundry income	-	77
CJRS grants	-	833
Event income	12,594	-
	50,662	47,265
Investment income		
Deposit account interest	637	325
Total incoming resources	51,299	47,590
EXPENDITURE		
Raising donations and legacies		
Fundraising & event expenses	712	186
Charitable activities		
Wages	33,251	27,909
Other operating leases	1,680	1,840
Insurance	762	702
Postage and stationery	93	-
Sundries	338	229
Project expenses	1,246	1,014
Training	4,212	630
Uniform	80	174
Equipment repairs & renewals	245	269
GADS refund	(979)	-
Professional fees	97	-
Fixtures and fittings	826	2,048
	41,851	34,815
Support costs		
Governance costs		
Accountancy and legal fees	1,470	1,470
Total resources expended	44,033	36,471
Net income	7,266	11,119

This page does not form part of the statutory financial statements

REGISTERED CHARITY NUMBER: 1088423

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

FOR

ADUR SPECIAL NEEDS PROJECT

Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

ADUR SPECIAL NEEDS PROJECT

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

ADUR SPECIAL NEEDS PROJECT

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES
Objectives and aims
To provide a safe, stimulating, supportive, and fun service for its members, Adur Special Needs Project has outlined a clear statement of aims & objectives which are:
1. Provide a safe, secure and fun play scheme for children with Special Needs and Disabilities;
2. Provide the children's families with respite time;
3. Provide anyone 16 years of age and above with part-time employment and volunteering opportunities.

STRUCTURE, GOVERNANCE AND MANAGEMENT
Governing document
The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS
Registered Charity number
1088423

Principal address
197 Brighton Road
Lancing
West Sussex
BN15 8JB

Trustees
V A Trevor
H Rush
C Chesman
J Rush
Y Wilson
A Davis
A Stowell

Independent Examiner
Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

Approved by order of the board of trustees on 2nd August 2022 and signed on its behalf by:

....

H Rush - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ADUR SPECIAL NEEDS PROJECT

Independent examiner's report to the trustees of Adur Special Needs Project
I report to the charity trustees on my examination of the accounts of Adur Special Needs Project (the Trust) for the year ended 31 March 2022.

Responsibilities and basis of report
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simon James
Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

Date: 3 August 2022

ADUR SPECIAL NEEDS PROJECT

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 Unrestricted fund £	2021 Total funds £
INCOME AND ENDOWMENTS FROM			
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Total		51,299	47,590
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Raising funds		712	186
Charitable activities			
Scheme services		43,321	36,285
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NET INCOME		7,266	11,119
RECONCILIATION OF FUNDS			
Total funds brought forward		78,011	66,892
TOTAL FUNDS CARRIED FORWARD		85,277	78,011

The notes form part of these financial statements

ADUR SPECIAL NEEDS PROJECT

BALANCE SHEET
31 MARCH 2022

	Notes	2022 Unrestricted fund £	2021 Total funds £
FIXED ASSETS			
Tangible assets	5	406	1,167
CURRENT ASSETS			
Debtors	6	30	2,760
Cash at bank and in hand		85,891	85,613
		85,921	88,373
CREDITORS			
Amounts falling due within one year	7	(1,050)	(11,529)
NET CURRENT ASSETS		84,871	76,844
TOTAL ASSETS LESS CURRENT LIABILITIES		85,277	78,011
NET ASSETS		85,277	78,011
FUNDS	8		
Unrestricted funds		85,277	78,011
TOTAL FUNDS		85,277	78,011

The financial statements were approved by the Board of Trustees and authorised for issue on 2nd August 2022 and were signed on its behalf by:

....
H Rush - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 33% on cost

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The charity is exempt from tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

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Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	637	325

continued...

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

During the year no trustees were reimbursed for any expenses incurred on behalf of the charity.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	47,265
Investment income	325
Total	47,590
EXPENDITURE ON	
Raising funds	186
Charitable activities	
Scheme services	36,285
Total	36,471
NET INCOME	11,119
RECONCILIATION OF FUNDS	
Total funds brought forward	66,892
TOTAL FUNDS CARRIED FORWARD	78,011

continued...

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2021	8,881
Additions	65
At 31 March 2022	8,946
DEPRECIATION	
At 1 April 2021	7,714
Charge for year	826
At 31 March 2022	8,540
NET BOOK VALUE	
At 31 March 2022	406
At 31 March 2021	1,167

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	30	2,760

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other creditors	1,050	11,529

8. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	78,011	7,266	85,277
TOTAL FUNDS	78,011	7,266	85,277

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	51,299	(44,033)	7,266
TOTAL FUNDS	51,299	(44,033)	7,266

continued...

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	66,892	11,119	78,011
TOTAL FUNDS	66,892	11,119	78,011

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	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	47,590	(36,471)	11,119
TOTAL FUNDS	47,590	(36,471)	11,119

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	66,892	18,385	85,277
TOTAL FUNDS	66,892	18,385	85,277

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	98,889	(80,504)	18,385
TOTAL FUNDS	98,889	(80,504)	18,385

continued...

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

ADUR SPECIAL NEEDS PROJECT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

	2022	2021
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	1	-
Donations	5,397	20,930
Grants	22,470	17,205
Subscriptions	10,200	8,220
Sundry income	-	77
CJRS grants	-	833
Event income	12,594	-
	50,662	47,265
Investment income		
Deposit account interest	637	325
Total incoming resources	51,299	47,590
EXPENDITURE		
Raising donations and legacies		
Fundraising & event expenses	712	186
Charitable activities		
Wages	33,251	27,909
Other operating leases	1,680	1,840
Insurance	762	702
Postage and stationery	93	-
Sundries	338	229
Project expenses	1,246	1,014
Training	4,212	630
Uniform	80	174
Equipment repairs & renewals	245	269
GADS refund	(979)	-
Professional fees	97	-
Fixtures and fittings	826	2,048
	41,851	34,815
Support costs		
Governance costs		
Accountancy and legal fees	1,470	1,470
Total resources expended	44,033	36,471
Net income	7,266	11,119

This page does not form part of the statutory financial statements

ADUR SPECIAL NEEDS PROJECT

England & Wales - Charity number 1088423

Accounts

Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	04	2020	To	31	03	2021

Section A Reference and administration details

Charity name	Adur Special Needs Project
Other names charity is known by	ASNP
Registered charity number (if any)	1088423
Charity's principal address	197 Brighton Road
	Lancing
	West Sussex
	Postcode **BN15 8JB**

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Heidi Rush	Trustee	To 26/10/20	The Trustees
2	Valerie Trevor	Chair	To 26/10/20	The Trustees
3	Jacqueline Brooks	Trustee	Left 08/05/20	The Trustees
4	Jon Rush	Trustee		The Trustees
5	Charlie Chesman	Trustee		The Trustees
6	Andrew Davis	Trustee	Joined 26/10/20	The Trustees
7	Yvonne Wilson	Trustee	Joined 26/10/20	The Trustees
8	Andy Stowell	Trustee	Joined 26/10/20	The Trustees
9	Heidi Rush	Chair	From 26/10/20	The Trustees
10	Valerie Trevor	Trustee	From 26/10/20	The Trustees
11				
12				
13				
14				
15				
16				
17				
18				
19				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM by Members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Trustees have performed a number of reviews during the year, mainly around safeguarding, IT and risk management.

This has resulted in the whole Management team being updated on the various aspects of safeguarding of children and staff. We have also completed a comprehensive risk assessment across the charity and updated the Risk Register accordingly.

In terms of IT, we have reviewed our protocols for managing data and information across the Management Team.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document	The object of the Project shall be to provide the necessary facilities for the development, recreation and care of children with disabilities and special needs that are normally resident in the Sussex area, and affording respite to the members' families whilst they are with the Project.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)	The Trustees have considered the Objects set out in the Constitution and produced a set of aims that they use to guide the activities. These are: • To provide 20 weekend play schemes per year for the benefit, encouragement, and stimulation of local children aged 5-15 years who have special/additional needs and disabilities • To provide respite for parents, carers and siblings of the Project's members whilst they are at the play schemes • To encourage the children's social and communication skills thereby supporting co-ordination and confidence • To help the children interact with one another and the wider community • To enable the children to feel less isolated, and more valued as an important part of the Project Our current activities, listed below, are in accordance with these aims: • A fortnightly weekend play scheme The Trustees have paid due regard to the public benefit guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about: • policy on grantmaking; • policy programme related investment; • contribution made by volunteers.	**<u>Trustees, Staff and Volunteers</u>** The Charity uses a mix of paid employees and volunteers to deliver its services. ASNP ensures that employees and volunteers are properly trained and supported. The Charity's aim is to be an integrated Project in which parents, carers, employees, volunteers and the children are all part of 'the team'. Funding is provided through nominal membership fees, applications to external grant givers and in-house fundraising events. All Trustees, employees and volunteers are DBS checked.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

There have been some changes in Trustee personnel over the last year. Jacqueline Brooks decided to step down at the beginning of the year in May 2020. The Charity received as Trustees Andrew Davis (Secretary), Yvonne Wilson and Andy Stowell. Andrew is an IT consultant and has already helped the Charity develop its IT strategy. Yvonne is a qualified trainer and has experience in the Young People sector as does Andy.

Operationally, we have been affected by the COVID-19 outbreak but have managed to run all sessions during the year, albeit with reduced numbers of employees and children. The Charity employees have managed the risk of the Pandemic admirably, and we have taken all reasonable steps to ensure that staff and children are kept safe as much as possible. We have also recruited a number of new Play Assistants due to expected growth in children. We have also experienced a larger than anticipated turnover of staff during the year. This was mainly attributable to personal circumstances.

Numbers of children attending our Play Schemes diminished from 23 to 19. This was mainly due to children's ages falling outside of our remit. The average attendance for each play scheme was 11.5 compared to the previous year of 15. The reason for the average reduction was due to COVID management. We are actively seeking to grow the numbers to double the Charity's attendees during the next year to 20.

In terms of Financials and Fundraising, the Charity had another successful year despite the Pandemic. Turnover reduced by £8k and costs reduced by £5k compared to 2019/20. These results mean the Charity had a surplus in the year of £11k compared to £14k in 2019/20. The main reason for the reduction in revenue was the lack of events that we were able to run and also a hold on some grants that have now been released. Costs reduced due to us employing less staff during the COVID outbreak and not having to spend so much on training this year.

Unfortunately, the Charity have been unable to run their two main fundraising events during the year being the annual Shoreham Star Trail event and Quiz Night. The combined funds raised by these two events was over £9k in 2018/19. Other Grants applied for and received were Children in Need, Baily Thomas Charitable Fund, Henry Smith Foundation, Lancing Parish Council, Albert Van Den Bergh Trust and the Sussex Community Foundation.

We also applied for and received, HMRC's Gift aid and GASDS scheme as in previous years.

Section D Achievements and performance

Section E Financial review

Brief statement of the charity's policy on reserves	The Trustees aim to have at least 6 months of running costs available to it as reserves. As at the end of 2019/20, the Charity had surplus reserves partly due to the success of the fundraising in the current and previous years and also due to the tight control of its costs. This means that the Trustees have been able to continue to plan to expand the number of children it can accept for each Play Scheme from 15 to 20 by 2022.
Details of any funds materially in deficit	None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about: • the charity's principal sources of funds (including any fundraising); • how expenditure has supported the key objectives of the charity; • investment policy and objectives including any ethical investment policy adopted.	The Charity's reserves are now higher than we had anticipated. This is a result of good cost control, grant application success and running successful fundraising events. The Charity does not intend to hold these reserves any longer than necessary and we are actively looking to increase sessions from 20 to 23 in the coming year and increase our average children to 20 in the same timeframe.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Heidi Rush	Jon Rush
Position (e.g. Secretary, Chair, etc)	Chair	Treasurer
Date	14/06/2021	14/06/2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ADUR SPECIAL NEEDS PROJECT

Independent examiner's report to the trustees of Adur Special Needs Project
I report to the charity trustees on my examination of the accounts of Adur Special Needs Project (the Trust) for the year ended 31 March 2021.

Responsibilities and basis of report
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simon James
Haines & Co
Chartered Accountants
Carlton House
28-29 Carlton Terrace
Portslade
Brighton
BN41 1UR

Date: 15 July 2021