



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2020		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
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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)

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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.
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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.

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 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.

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.

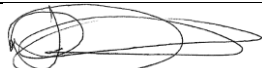
The Charity's reserves are now higher than we had anticipated. This is a result of good cost control, grant application success and running successful fundraising events. The Charity does not intend to hold these reserves any longer than necessary and we are actively looking to increase sessions from 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