

Registered charity number  
1091461

Attention Deficit Disorders Uniting Parents (Addup)

Annual Report and Financial Statements

31 March 2024

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**Attention Deficit Disorders Uniting Parents**  
**(Addup)**  
**Management Committee's Annual Report**  
**For the Year Ended 31<sup>st</sup> March 2024**

<b>Full Name</b>	Attention Deficit Disorders Uniting Parents (ADDUP)
<b>Other names the Charity is known by</b>	ADDUP
<b>Registered charity number</b>	1091461
<b>Principal Address</b>	59 Billet Lane, Hornchurch, Essex RM11 1AX

**Management Committee**

Emma Gordon	- Chairperson
Lyndsay Marsh	- Secretary
Michelle Todd	- Treasurer
Debby Reid	- Member minutes' secretary
Natalie Smith	- Member
Ben Nye	- Member
Nicolette Berkovitch-Perry	- Member
Lee Henderson	- Member
Ina Ramancauske	- Member appointed 14 September 2023
Stephanie Ames	- Member appointed 14 September 2023
Claire Huzzey	- Member appointed 29 February 2024
Fay Kern	- Member resigned 14 September 2023
Louise Moran	- Member resigned 13 December 2023

**Senior Staff Members**

Lady Sheila Keeling	- CEO
Lyndsay Marsh	- Centre Manager
Michelle Todd	- Admin Officer

**Governing Document**

The Charity is operated under the rules of its constitution adopted 12<sup>th</sup> July 1999 and more recently amended 8<sup>th</sup> September 2017. Overall management of the Charity is the responsibility of the Management Committee who are elected and co-opted under the terms of the constitution. Day to day project activity is managed and carried out by volunteers and paid staff.

**Bankers**

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill West Malling, Kent ME19 4JQ

**Independent Examiner**

R.J. Copeland, Stephen Farrar Associates, Accountants and Tax Advisers, 98 Hornchurch Road, Hornchurch, RM11 1JS.

## **Aims and Organisation**

The principal objects of the Charity are:

1. The relief of sickness by the provision of information, advice and treatments to those affected by Attention Deficit Hyperactivity Disorders (and any co-morbidities), their families and carers, particularly in the London Boroughs of Havering, Barking and Dagenham; and surrounding areas.
2. The advancement of public education regarding Attention Deficit Hyperactivity Disorders (and any co-morbidities).

As we enter this forthcoming year we reflect on the past year at Addup. It was not an easy year with a change of staff late in the year, which did impact on the staff and children however, with the strong team, we have pulled it together and have come out much stronger, open, and happier.

At the end of this financial year, after 27 years, Sheila Keeling (CEO) decided that the time had come to semi-retire from Addup however, as one of the founder members, and the last one standing, this was not an easy decision as Addup has been her life for so long. She is still giving her time to Addup to deliver the training, which is a passion of hers, and spend time with the children when she is needed. She always knew full retirement was not going to happen, when you start something it is very hard to walk away, so she will be around on a part-time basis.

Our services are much more in demand, our membership numbers have increased over this last year and continue to grow, with many wanting to access our “Monster Inside” parent/child training programme which has become very well known locally, hence more families are being referred to us to do the course. We are very proud of this course, we developed it based on the needs of our children, they told us what does not work and how they would like things to be done differently. We continue to review, add, and develop this programme as needs change but feedback tells us the success rate is high.

Funding has been difficult since COVID, funders appear to have changed their criteria and, with fewer opportunities and more Charities applying, we are just not hitting the right note for our bids to be successful but without feedback we are not sure where our bids are going wrong. We continue to seek new funders however we will not change our remit to fit in a box, we want to deliver services that meet the needs of our children and families.

As we enter our 27<sup>th</sup> year we continue to learn and adapt to the needs of our families. We have a strong team, our staff are loyal, dedicated, and amazing, giving everything to the children, taking them from being unable to manage their ADHD to super stars.


When Addup started 27 years ago we asked the children then “would you take away your ADHD diagnosis?” the majority said yes, we asked the children we have today the same question, they all said, “no, because it defines who I am and why do I need to change for everyone else”. A strong positive change because we teach our children to use their ADHD as an asset not a hindrance to learning.

**The Charity's Polity on Reserves**

Addup's policy is to keep in reserve approximately six months worth of core running costs.

The Management Committee declare that they have approved the report above.

Signed on behalf of the charity's management committee:

Signed  Date 8th July 2024

**Emma Gordon, Chairperson**

## **Attention Deficit Disorders Uniting Parents (Addup) Independent Examiners Report**

### **Respective responsibilities of Trustees and Examiner:**

The charities trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an Independent Examination is needed.

It is our responsibility to :

- Examine the Accounts (under section 145 of the 2011 Act)
- Follow the procedures laid down in the general directions given by the Charity Commission (under Section 145 (5) (b) of the 2011 Act); and to state whether particular matters have come to my attention.

### **Basis of Independent Examiners Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the Accounting records kept by the Charity and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanations from you as the management committee and the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the Accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### **Independent Examiners Statement**

In connection with my examination, no matter has come to my attention.

1) Which gives me reasonable cause to believe that in any material respect the requirements to keep:

- Accounting records in accordance with section 130 of the 2011 Act; and to prepare:
- Accounts which accord with the accounting records and comply with the accounting requirements for the 2011 Act have not been met.

Or

2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Signed R J Copeland Date 8 July 2024

**R J Copeland FFA/FIPA**  
Stephen Farra Associates  
Accountants and Tax Advisors  
98 Hornchurch Road  
Hornchurch Essex  
RM11 1JS

**Attention Deficit Disorders Uniting Parents (Addup)**  
**Receipts and Payments Account**  
**Year Ended 31 March 2024**

	<b>Note</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>2024 £</b>	<b>2023 £</b>
<b>Receipts</b>					
Grants & Donations	2	38,469	96,368	<b>134,837</b>	74,281
Fundraising		5,274		<b>5,274</b>	6,220
Membership Fees		3,870		<b>3,870</b>	3,930
Bank Interest		1,737		<b>1,737</b>	600
Generated Income		20,027		<b>20,027</b>	19,558
Gift Aid		549		<b>549</b>	722
Management fee				<b>-</b>	7,538
		<u>69,926</u>	<u>96,368</u>	<b>166,294</b>	<b>112,849</b>
<b>Payments</b>					
Wages, NI & Pensions		50,275	90,520	<b>140,795</b>	149,665
Payroll Services		240	720	<b>960</b>	960
Staff Travel		4	134	<b>139</b>	183
Staff, Committee & Volunteer Expenses		894	480	<b>1,374</b>	1,713
Rent, Room Hire & Service Charges		3,301	9,756	<b>13,057</b>	15,579
Insurance			893	<b>893</b>	812
Telephone & Postage		14	717	<b>731</b>	575
Printing, Stationery & Cards		286	1,428	<b>1,714</b>	1,698
Publications & Subscriptions		110		<b>110</b>	110
Equipment, Repairs & Renewal		413	778	<b>1,191</b>	2,682
IT Software & Maintenance		402		<b>402</b>	138
Projects & Trips		3,490	105	<b>3,595</b>	1,203
Hospitality & Refreshments		316	899	<b>1,214</b>	1,574
Independent Examination		600	600	<b>1,200</b>	1,200
Fundraising Expenses		275		<b>275</b>	4,088
Bank Charges		72		<b>72</b>	72
Card Charges		5		<b>5</b>	18
Sundry Payments		139	22	<b>161</b>	755
		<u>60,837</u>	<u>107,052</u>	<b>167,888</b>	<u>183,025</u>
<b>Net Receipts / Payments</b>		<u>9,089</u>	<u>(10,684)</u>	<u>(1,595)</u>	<u>(70,176)</u>
Funds at the start of this period		101,475	(2,547)	<b>98,928</b>	<b>159,776</b>
Fund Transfers					
Funds at the end of this period		<u>110,564</u>	<u>(13,231)</u>	<b>97,333</b>	<u>89,600</u>

**Attention Deficit Disorders Uniting Parents (Addup)**  
**Statement of Assets and Liabilities**  
**as at 31 March 2024**

	Notes	31 March 2024		31 March 2023	
		£	£	£	£
<b>Current Assets</b>					
Debtors	4				
Cash at bank and in hand		<u>98,533</u>		<u>100,128</u>	
		98,533		100,128	
<b>Current Liabilities</b>					
Creditors	5	1,200		1,200	
<b>Net current assets</b>			97,333		98,928
<b>Net assets</b>			<u>97,333</u>		<u>98,928</u>
<b>Charity Funds</b>					
Unrestricted			110,564		101,475
Restricted			(13,231)		(2,547)
			<u>97,333</u>		<u>98,928</u>

**Assets retained for Charities own use**

The charity also retains some general equipment for its own use.



**Signed on its behalf by the chairperson.**

**Approved by the charity on ....8th July 2024.....**



# **Attention Deficit Disorders Uniting Parents (Addup)** **Notes to the Accounts**

## **1 Receipts and Payments Accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial period. In this context 'cash' includes the cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

<b>2 Grants &amp; Donations</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>2024 £</b>	<b>2023 £</b>
Clinical Commissioning Group (Havering)	-	15,000	15,000	15,000
Co-op Community Fund	-	-	-	1,579
Jack Petchey Foundation	-	1,500	1,500	-
Masonic Foundation	-	5,000	5,000	-
LBH Community Chest	-	-	-	4,150
Tesco	-	375	375	1,125
The Essex Youth Trust	-	3,000	3,000	-
The National Lottery Fund	-	71,493	71,493	34,784
Awards for All	-	-	-	9,960
Sundry Grants & Donations	38,469	-	38,469	7,683
	<u>38,469</u>	<u>96,368</u>	<u>134,837</u>	<u>74,281</u>

<b>3 Funds Analysis</b>	<b>Opening Balance £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Fund Transfers £</b>	<b>Closing Balance £</b>
Restricted Funds					
Awards for All (life Skills)	6,715	-	6,715	-	-
Clinical Commissioning	-	15,000	15,000	-	-
Jack Petchey	-	1,500	665	-	835
Tesco	1,125	375	1,500	-	-
The Essex Youth Trust	381	3,000	3,381	-	-
Masonic Foundation	-	5,000	5,000	-	-
The National Lottery Fund	3,286	71,493	74,779	-	-
Sundry Grants & Donations	-	38,469	38,364	-	105
Restricted Funds	<u>11,507</u>	<u>134,837</u>	<u>145,404</u>	<u>-</u>	<u>940</u>
Unrestricted Funds	<u>101,475</u>	<u>69,926</u>	<u>60,837</u>	<u>-</u>	<u>110,564</u>

<b>4 Creditors: amounts falling due within one year</b>	<b>2024 £</b>
Accrued Expenses	<u>1,200</u>

## **5 Trustees' remuneration and related party transactions**

## **Attention Deficit Disorders Uniting Parents (Addup)**

### **Notes to the Accounts**

Members of the management committee and/or their relatives received remuneration amounting to £46,576 for the year ended 31 March 2024. (staff wages )

#### **6 Legal and professional fees**

2023 £8,410 re analysed to Wages, NI & Pensions