



REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

Registered Charity: 1122254

Company Limited by Guarantee: 6034599



CLASP (Caring, Listening and Supporting Partnership)

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Registered Charity 1122254

Company Limited by Guarantee 6034599



CLASP (Caring, Listening and Supporting Partnership)

INTRODUCTION

CLASP is a charitable Company supporting adults with learning disabilities to speak up for themselves. Our mission is 'To develop independence through self-advocacy for adults living with a learning disability'. We deliver this through workshops and training, providing resources and signposting and peer support. We are a small team of staff, volunteers and Trustees and are a well-established part of the learning disability community in and around the Wokingham borough.

CLASP believes that everyone should be valued and treated equally. Staff and self-advocates work together to raise awareness of learning disabilities and important issues affecting the local learning disability community. We empower people with learning disabilities to have the same opportunities and choices as everyone else. Self-advocates are involved in all areas of the charity's delivery and our Board of Trustees and team of staff includes people with learning disabilities.



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COMPANY INFORMATION

TRUSTEES

| | |
|-----------------|-----------------|
| David Chaffe | Dean Corcoran |
| James Leggett | Jennie Grieve |
| Joseph Davidson | Philip Pearce |
| Sheetal Dalal | Steven Allen |
| Tim Murgatroyd | Timothy Holland |

CHAIR

Myles Harrison

SECRETARY

Jennie Grieve

MANAGER

Debs Morrison

REGISTERED CHARITY NO. 1122254

COMPANY REGISTRATION NO. 6034599

REGISTERED OFFICE

Upper Room
Wokingham Methodist Church
Rose Street
WOKINGHAM
Berkshire
RG40 1XS



CLASP (Caring, Listening and Supporting Partnership)

BANKERS

National Westminster Bank plc

5 Broad Street

Wokingham

Berkshire

RG40 1AX

INDEPENDENT EXAMINER

Fergus Bristow, CA

260 Lower Road

London

SE8 5DJ



CLASP (Caring, Listening and Supporting Partnership)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report together with the financial statements of the Charitable Company for the year ended 31 March 2021.

GOVERNANCE AND CONSTITUTION

The Company was incorporated on 20 December 2006. Its governing document is its Memorandum and Articles of Association, and it is subject to the provisions of the Companies Act 2006 and the Charities Act 2011. The Company is incorporated as a private charitable company limited by guarantee, not having share capital, and a registered charity in England and Wales. No trustee has any beneficial interest in the charitable Company. In the event of the charitable Company being wound up, members are required to contribute an amount not exceeding one pound.

The Board of Trustees, who are also directors for the purposes of Company law, meet quarterly or more regularly as necessary and administer the Company.

A staff management team carries out the day-to-day functions of the Company.

PRINCIPAL ACTIVITIES

The principal activities of the charitable Company are the provision of an advocacy service for people with a learning disability living in the Wokingham borough and the running of the local Learning Disability Partnership Board. At the present time, the Trustees do not anticipate any changes to these principal activities.



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APPOINTMENT OF TRUSTEES

The Chairman is nominated by the Board of Trustees. Trustees are elected at the Annual General Meeting, or whenever there is a vacancy, for a term of three years, following which they are eligible for re-election. The charitable Company seeks to achieve a ratio of fifty per cent between Trustees with and without a learning disability. The maximum number of Trustees is twelve.

TRUSTEES

The following Trustees held office during the period under review:

| | |
|------------------|------------------------------|
| David Chaffe | |
| Dean Corcoran | |
| James Leggett | |
| Jennie Grieve | |
| Joseph Davidson | |
| Lisa Hookway | (Resigned 23 October 2020) |
| Myles Harrison | |
| Philip Pearce | |
| Richard Dolinski | (Resigned 23 October 2020) |
| Sheetal Dalal | |
| Steven Allen | |
| Tim Murgatroyd | |
| Timothy Holland | (Resigned 06 September 2021) |

ACHIEVEMENTS AND PERFORMANCE

Membership ends the year at 151 for CLASP and over 260 for LDPB.

This year we have added activities to our portfolio including launching a Happy & Healthy Club with a grant from Get Berkshire Active. We offer a mix of Seated Pilates, Healthy Eating and Mindfulness. CLASP also offer a Dancing to Music session with our local sports and leisure team.

We continue to offer an extensive range of campaigning and self-advocacy through weekly sessions on a Tuesday and Friday. We have worked with a range of professionals at our local council and other volunteer groups to support a new



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voluntary hub, the autism strategy, the equality strategy, and a toolkit for those in adult social care.

With the LDPB we have adopted Wokingham Train Station and are working on an assessable document for Great Western Railways. We have supported the CCG on accessible information during covid, and for annual health checks.

Our Listen to Us training group won the Queens Award this year, the highest award for a voluntary group. We have since produced a video with Thames Valley Police on Hate Crime with this group.

CLASP and LDPB continue to grow in strength, influence, and reputation.

FINANCIAL REVIEW

It is the Company's policy to maintain a level of financial reserves sufficient to ensure that its main operations continue for a period of six months were its main source of income to cease, while attempts are made to secure new funding or, if such attempts prove unsuccessful, time and support is given to members to adjust and allow for an appropriate ending to the services provided.

This policy is monitored on a quarterly basis at meetings of the Trustees and reviewed annually or whenever there is any significant change to the charitable Company's organisation that affects its core running costs. With more than two thirds of the income from the one contract, the reserves are focused on covering the costs of a much scaled back operation if that contract was lost, as many activities (and associated costs) would end at that time. We continue to run a tight budget.

The major source of income of the charitable Company is funding from local government to undertake specific projects for the benefit of people with learning disabilities. The process of applying for and being granted these awards is ongoing.

The Company has currently been awarded funding which will enable it to operate until March 2022. The Company has completed the local government tender process to renew the contract for the next three years. The tender results are expected to be announced on 24 January 2022.



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STATEMENT OF TRUSTEES' RESPONSIBILITIES

This report has been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

The Trustees have adopted the Statement of Recommended Practice 2015 (FRS 102). As a small charitable company not subject to statutory audit, the Trustees have opted for the lesser reporting requirements permitted under SORP 2015.

The Trustees acknowledge their responsibility to prepare financial statements that give a true and fair view of the state of affairs of the charitable Company as at the end of its financial year and of its statement of financial activities for the financial period, in accordance with the Companies Act 2006.

In preparing those financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that comply with the Companies Act 2006 and which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

The Trustees are responsible for ensuring the maintenance of an adequate system of internal control designed to provide for safeguarding the Company's assets and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees certify that:

- (a) so far as they are aware, there is no relevant information to which the charitable company's Independent Examiner is unaware; and
- (b) they have taken all steps that ought to have been taken in order to make themselves aware of any relevant information and to establish that the charitable company's Independent Examiner is aware of that information.



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Approved by the Board of Trustees on 10 December 2021 and signed on its behalf
by:

Jennie Grieve

Company Secretary



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INDEPENDENT EXAMINER'S REPORT

Independent examiner's report to the trustees of CLASP CARING, LISTENING AND SUPPORTING PARTNERSHIP

I report to the trustees on my examination of the accounts of CLASP CARING, LISTENING AND SUPPORTING PARTNERSHIP for the year ended 31 March 2021.

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 2011 Act and in carrying out my examination I have followed all the 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.



CLASP (Caring, Listening and Supporting Partnership)

Signed:

Name: Fergus Bristow

Relevant professional qualification: Chartered Accountant with the Institute of Chartered Accountants of Scotland

Address: 260 Lower Road, London SE8 5DJ

Date: 10 December 2021



CLASP (Caring, Listening and Supporting Partnership)

STATEMENT OF FINANCIAL ACTIVITIES

INCOME AND EXPENDITURE ACCOUNT FOR THE

YEAR ENDED 31 MARCH 2021

| | Note | 2021 Total Funds £ | 2020 Total Funds £ |
|---------------------------------|------|-----------------------------|-----------------------------|
| INCOME | | | |
| Donations and Legacies | 3 | 54,421 | 41,626 |
| Charitable Activities | 4 | 3,593 | 2,576 |
| Other Trading Activities | 5 | <u>100</u> | <u>250</u> |
| TOTAL INCOME | | <u>58,114</u> | <u>44,452</u> |
| EXPENDITURE | | | |
| Charitable activities | 6 | <u>54,285</u> | <u>44,129</u> |
| TOTAL EXPENDITURE | | <u>54,285</u> | <u>44,129</u> |
| NET INCOME/(EXPENDITURE) | | <u>3,829</u> | <u>323</u> |
| NET MOVEMENT OF FUNDS | | 3,829 | 323 |
| RECONCILIATION OF FUNDS | | | |
| Funds brought forward | | 17,954 | 17,631 |
| FUNDS CARRIED FORWARD | 9 | 21,783 | 17,954 |



BALANCE SHEET as at 31 MARCH 2021

| | | 2021 | 2020 |
|---------------------------------------|------|---------------|---------------|
| | Note | £ | £ |
| FIXED ASSETS | | | |
| Tangible assets | 7 | 3,356 | 2,847 |
| CURRENT ASSETS | | | |
| Cash at bank and in hand | | 40,387 | 37,254 |
| Debtors and prepayments | 13 | <u>188</u> | <u>0</u> |
| | | <u>40,575</u> | <u>37,254</u> |
| TOTAL ASSETS | | <u>43,931</u> | <u>40,101</u> |
| LIABILITIES | | | |
| Creditors falling due within one year | 8 | <u>22,148</u> | <u>22,147</u> |
| TOTAL LIABILITIES | | <u>22,148</u> | <u>22,147</u> |
| NET ASSETS | | <u>21,783</u> | <u>17,954</u> |
| FUNDS | | | |
| Unrestricted funds | | 18,628 | 17,402 |
| Restricted funds | | <u>3,155</u> | <u>552</u> |
| TOTAL FUNDS | 9 | <u>21,783</u> | <u>17,954</u> |



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For the year ended 31 March 2021, the Company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the Company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 10 December 2021 and signed on its behalf by:

Sheetal Dalal
Treasurer

Myles Harrison
Chair of Trustees



NOTES TO THE FINANCIAL STATEMENTS

1 BASIS OF PREPARATION

Basis of Accounting

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Going Concern

The Trustees consider there are no material uncertainties about the charitable Company's ability to continue as a going concern.

Accounting Policy

No changes in accounting policy have occurred in the reporting period. The financial statements present a true and fair view and the accounting policies adopted are those outlined in Note 2.

Accounting Estimates

No changes to accounting estimates have occurred in the reporting period.

Material Prior Year Errors

No material prior year errors have been identified in the reporting period.



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2 ACCOUNTING POLICIES

Functional Currency

The financial statements have been prepared in sterling, which is the functional currency of the charitable Company. Monetary amounts in these financial statements are rounded to the nearest £.

Incoming Resources

Income is recorded in the financial statements when received or when the charitable Company becomes entitled to the resources. Grants in the form of core funding from Wokingham Borough Council is included in the Statement of Financial Activities to match the time periods when the services relating to this funding is delivered.

Offsetting

There has been no offsetting of assets and liabilities or income and expenditure.

Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred.

Tangible Fixed Assets

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

Office furniture and equipment – 25%

IT equipment – 25%

Taxation

The charitable company is exempt from Corporation Tax on its charitable activities.



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Fund Accounting

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

Restricted funds can only be used for particular restricted purposes and arise either when specified by the donor or when funds are raised for particular restricted purposes.

Deferred Income

After a grant has been received the work and expense of delivering the associated project may be incurred in later accounting periods. Here the income is deferred to match against the expenses incurred when the amount is of such significance to otherwise distort the accounts.

Pension Costs and Post-Retirement Benefits

The charitable Company operates a defined contribution pension scheme for nominated employees. Contributions payable to the charitable Company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

3 INCOME FROM DONATIONS AND LEGACIES

| | 2021 | 2020 |
|-----------------------|---------------|---------------|
| | £ | £ |
| Donations | 911 | 3,582 |
| Legacies | 0 | 0 |
| Grants - Unrestricted | 300 | 35,493 |
| Restricted | 53,210 | 2,550 |
| | <u>54,421</u> | <u>41,626</u> |



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4 INCOME FROM CHARITABLE ACTIVITIES

| | 2021 | 2020 |
|-------------|--------------|--------------|
| | £ | £ |
| Training | 0 | 75 |
| Fundraising | 3,593 | 2,501 |
| | <u>3,593</u> | <u>2,576</u> |

5 INCOME FROM OTHER TRADING ACTIVITIES

| | 2021 | 2020 |
|-----------------------|------|------|
| | £ | £ |
| Compensation payments | 100 | 250 |

6 EXPENDITURE ON CHARITABLE ACTIVITIES

| | 2021 | 2020 |
|----------------------------|---------------|---------------|
| | £ | £ |
| Salaries and pension costs | 40,924 | 28,854 |
| Office rent | 4,805 | 5,678 |
| Hate crime project | 0 | 1,770 |
| IT services | 1,296 | 1,458 |
| Other | 7,260 | 6,368 |
| | <u>54,285</u> | <u>44,129</u> |



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7 TANGIBLE FIXED ASSETS

| | Office and IT Equipment |
|--------------------------------------------------|----------------------------|
| | £ |
| Fixed Assets net book value at 1 April 2020 | 2,847 |
| Additions during the year | 1,944 |
| Disposals during the year | 0 |
| Total cost at year/ending 31 Mar 2021 | 4,791 |
| Accumulated depreciation at 1 April 2020 | 199 |
| Depreciation expense for the year | 1,435 |
| Depreciation on disposals | 0 |
| Accumulated depreciation at y/ending 31 Mar 2021 | 1,634 |
| Net book value at 31 March 2021 | 3,356 |

8 CREDITORS FALLING DUE WITHIN ONE YEAR

| | 2021 | 2020 |
|-----------------------------------------|--------|--------|
| | £ | £ |
| Residual balance from restricted grants | 22,148 | 22,147 |



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9 MOVEMENT IN FUNDS

| | Unrestricted | Restricted | Total |
|------------------------------------|---------------|--------------|---------------|
| | £ | £ | £ |
| Balance as at 1 April 2020 | 17,402 | 552 | 17,954 |
| Incoming resources | 4,904 | 53,210 | 58,114 |
| Outgoing resources | 3,678 | 50,607 | 54,285 |
| Movement between funds | 1,226 | 2,603 | 3,829 |
| Balance as at 31 March 2021 | 18,628 | 3,155 | 21,783 |

10 STAFF COSTS

| | 2021 | 2020 |
|-----------------------|---------------|---------------|
| | £ | £ |
| Salaries | 35,879 | 27,699 |
| Social security costs | 4,055 | 555 |
| Pension costs | 990 | 601 |
| | <u>40,924</u> | <u>28,885</u> |

No employee received employee benefits of over £60,000 during the year (2020 – nil).

The average monthly number of employees engaged in charitable activities during the year was 7 (2020 – 6).



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11 TRUSTEES REMUNERATION AND BENEFITS

During the year ended 31 March 2021, one Trustee, Jennie Grieve, received consultancy fees of £120 in connection with the charitable Company's Easy Read Project (2020 - £Nil).

During the year ended 31 March 2021, no consultancy fees payments were made to any Trustees in connection with the charitable Company's ongoing Hate Crime Project (2020 - £1,770).

12 DEFINED CONTRIBUTION PENSION SCHEME

The charitable Company makes payments into a defined contribution pension scheme in respect of one employee (2020 - nil). This cost is allocated between activities and between unrestricted and restricted funds on the basis of time spent.

| | 2021 | 2020 |
|---------------------------------------------------------------------------------|------|------|
| | £ | £ |
| Contributions recognised in the Statement of Financial Activities as an expense | 990 | 601 |

13 DEBTORS AND PREPAYMENTS

| | 2021 | 2020 |
|-------------|------|------|
| | £ | £ |
| Debtors | 0 | 0 |
| Prepayments | 188 | 0 |



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14 RELATED PARTY TRANSACTIONS

There have been no related party transactions during the period under review other than those referred to in Note 11.

15 POST BALANCE SHEET EVENTS

No events have occurred after the end of the reporting period but before the financial statements were authorised which relate to conditions that arose after the end of the reporting period that in the opinion of the Trustees would require any adjustment to these financial statements.