

Company registration number 7976080
Charity registration number 1148010

AP CYMRU Ltd
(A company limited by share capital)
Annual Report and Financial Statements
for the Year Ended 31 March 2021

AP CYMRU Ltd
Charity No. 1148010
Annual Report
For the year ended 31 March 2021

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Reference and Administrative Details

Trustees Laura Wiltshire
Ashlie Lewis
Rebecca Lewis
Chapman

Principal Office The Round House
Unit 11 Glan Y Llyn Industrial Estate
Taffs Well
CF15 7JD

Registered Office The Round House
Unit 11 Glan Y Llyn Industrial Estate
Taffs Well
CF15 7JD

Company Registration Number 7976080

Charity Registration Number 1148010

Bankers Charities Aid Foundation Bank
25 Kings Hill Avenue
Kingshill
West Malling
Kent
ME19 4JQ

Independent Examiner Llewellyns Chartered Certified Chartered Accountants
1st Floor
Brook House
Brook Road
Whitchurch
Cardiff
CF14 1DU

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Trustees' Report

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

The daily management of the Charity is delegated to :

Karen Sullivan: Operations Manager

Structure, Governance and Management

Governing Document

The Charity was created by a Memorandum and Articles of Association, incorporated on 5th March 2012. Autism Puzzles name was amended to the working name of AP Cymru in 2021 and is thus referred to as this throughout this document.

Recruitment and Appointment of new trustees

Vacancies are filled by suitable individuals with the skills that are required. These individuals will be deemed to add value to the charity and will have an interest in health and social welfare matters, particularly those related to autism and the support that the families need. They must be approved by the existing trustees. The trustees will be actively seeking to add appropriate and suitably qualified persons to the trustee board over the coming months.

Induction and Training of new trustees

All new trustees are fully informed of the charity's aims and how it operates. They will be, on appointment provided with a copy of the governing document, most recent accounts and provided access to suitable Charity Commission publications relating to the role of a trustee.

Organisational Structure

The day-to-day work of the charity is managed by our Operations Manager Karen Sullivan. Decision making authority is delegated to her within certain limits. Anything outside of these limits is referred to the trustees, who also take the larger policy decisions. The trustees meet regularly with the Operations Manager, to monitor the charity's activities, discuss progress, set goals, assess outcomes, monitor finance, and discuss any other matters. The chair of the trustees is available to the Manager for discussion by phone, email or face to face discussions between trustee meetings as needed.

Wider Network

AP Cymru is now firmly established as a service provider within the South Wales area and further afield. We run monthly clinics and referrals are received from health authority consultant paediatricians, the Child and Adolescent Mental Health Service (CAMHS), local education authority caseworkers, social services and Smooth Starts Plus.

Related Parties

AP Cymru is now recognised as a service provider within the sector alongside other local and national autism related service providers.

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Risk Management

AP Cymru has a written procedure for the management of risk.

Where appropriate all of the services provided by AP Cymru are underpinned by risk assessments and action taken to ensure that all operating risks are of an acceptable and manageable level. Risk Assessments are monitored and reviewed regularly by the Operations Manager on behalf of the Trustees.

Public Benefit

The Charity acknowledges the requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the Charity has achieved these are contained within this report. The trustees can confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the Charity should undertake.

Objectives and Activities

The objectives of the Charity, as laid out in the governing document, are:

(a) The relief of need of parents and carers through the provision of support during and following a diagnosis of Autistic Spectrum Disorder and related conditions.
and

(b) To promote and protect good health by raising awareness of Autistic Spectrum Disorder and related conditions and to share information about them.

The trustees, staff and volunteers at AP Cymru aim to inform, educate, and support parents and the wider family throughout the very difficult and stressful time of diagnosis. AP Cymru also facilitates and provides post diagnosis support to families in ways generally not provided by statutory agencies.

This is done through various activities:

(a) Autism Awareness Workshops are run to educate the families about the condition and how they can live with it on a day-to-day basis.

(b) Peer Support Coffee Mornings enable families, in an informal setting, to discuss their experiences together and to learn from and support each other.

(c) Outreach support is provided to families by a member of the AP Cymru team. Support is focused and allows families the space to share the difficulties they are experiencing and receive helpful advice on coping strategies and techniques. Space is also allowed for parents to share their concerns, worries and fears and for the appropriate support to be offered.

d) Engagement and awareness sessions in schools, educational settings, corporations and other not for profit organisations to help expand the understanding and knowledge of Autism and to encourage employers to reach out to AP Cymru to gain an understanding of how to improve their customer service.

(e) Family Inclusive Events regularly take place at Jump or other Entertainment centres on monthly basis, allowing the children to explore and play safely together and for the families to chat about their experiences and receive peer group support.

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(f) The Book and DVD Library helps families to develop their understanding of Autism and related conditions. Whilst the Sensory Lending Service allows parents to borrow items that may help to improve the everyday quality of life for their child.

(g) Various events, workshops and meetings with guest speakers are arranged, again to assist in gathering knowledge and sharing experiences.

(h) Therapist Drop-in Clinics enable more practical one-to-one support for families.

(i) Fundraising events enable the children to have fun together and families to share together while raising funds for the Charity to continue its work.

(j) Signposting is available, providing families with information about other agencies and the services on offer.

(k) AP Cymru employs several staff and volunteers with autism. Their input helps to ensure that the work undertaken by the charity remains focused on the needs of those it intended to benefit.

Achievement and Performance

Review of the year

With the COVID 19 pandemic hitting and remaining prevalent through the financial year, we have had to adopt and alter the way in which we operate to ensure we continue to provide the families we service with our objectives and activities set out above.

Providing the necessary outreach and support to our families has remained our focal point for this year more so than ever in the extreme environmental conditions we have been faced with, in particular the extensive periods of lockdown. Zoom has become a new way of working within our charity, particularly ensuring there is continuity with our outreach 1:1 support as well as continuing to deliver to our families our Easter and Summer programmes from the safety of everyone's homes. Our Summer Programme continues to be mainly funded through grants and large fundraising opportunities and grows year on year

Driving income through large fundraising bids and developing this area further has been a focus and a challenge given the circumstances. Difficulties within the team due to COVID has meant a shift in duties to support in this area. We have remained focused in our bid to increase the ratio of large bids to continue to grow the charity and in turn support our families.

We have continued over the past year provided help and support to a significant number of families. We are working with approximately 225 families at any one time. Our strategy this year has been looking at ways to streamline our processes when welcoming new families on board to ensure we are able to continue to deliver exceptional service to all. We have focused heavily on the AP Cymru family within and the roles and responsibilities our volunteers undertake to ensure that we are able to deliver. Building the AP Cymru community remains a focus and strategy over the next year to ensure all internal roles and responsibilities are covered and we can deliver in all areas.

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Continuing to maintain the trustee board is a huge focus, continuity and the correct experience is vital to support the charity and the needs it has. With 3 trustees on board of varying expertise this is proving valuable in ensuring the fundamentals are in existence in the charity day to day running and the support network is strong. We are looking to grow the trustee board over the next year with specific individuals that can assist in growing the charity further.

Previously we have identified the need to cover all ages within our activity programmes and outreach support. Our Empowering Youth project launch has had a positive reaction to our older family members and has been supported and driven by current family members. This remains a huge focus moving forward and is an incredibly exciting project for AP Cymru.

Training and Development has always been at the forefront of our charity, this remains a large part of our focus and strategy over the next 1-2 years. We have had a successful launch with a renowned holiday park and envisage that this will continue and grow as we come out of the pandemic and are able to conduct face to face training. Selling our Training & Development programme to companies is another way to continue to fund our small charity over the forthcoming years.

Future developments and activities

- Having now been in our offices for 2 years, we will look at our internal space and how we can best use this moving forward in particular our ground floor unit.
- We will continue to develop our partnerships with our professional colleagues in the health and education sectors.
- We will continue to recruit the correct team within the charity to help drive all areas at the desired levels, financial, people, and our customers, our families.
- We are continuing to both seek larger funding bids and opportunities to train our own programme into large corporations in to drive the charity to the next level and enable us to drive future projects focusing on specific age groups within our families.

This year has been a difficult one given the environmental factors we have faced with COVID 19 as trustees we are proud of the continued hard work, Karen, Donna, and their teams continue to do to not only maintain the charity but to drive it further forward. The fundamentals have been embedded, new effective ways of working established which will hopefully have set us up for another successful year and some key charity objectives being further developed and achieved.

Financial Review

Reserves Policy

As per the previous year we are continuing to develop our financial systems and reporting. Our financial reserves are reviewed monthly and the level of cash reserves reviewed to ensure any long-term liabilities are covered as the charity continues to grow. Our reserves currently sits at £60,000 a six month provision.

In the coming year and beyond AP Cymru will continue to shape service provision according to need and within its charitable objectives. AP Cymru is on a firm footing and well positioned to develop the range of its service provision further through a 3-year strategic review.

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Small company provisions

This report has been prepared in accordance with the small companies' regime under the Companies Act 2006.

ON BEHALF OF THE BOARD:

L. Wiltshire

Laura Wiltshire
Date: 30th December 2021

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Independent Examiner's Report to the Trustees of AP CYMRU Ltd

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's 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 required. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

Examine the accounts under Section 145 of the 2011 Act to 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 the independent examiner's 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 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 statements below.

Independent examiner's 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 386 and 387 of the Companies Act 2006; and to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Llewellyns
Chartered Certified Accountants
1st Floor, Brook House, Brook Road
Whitchurch, Cardiff
CF14 1DU

Date 30/12/2021

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Statement of Financial Activities for the Year Ended 31 March 2021
(Including Income and Expenditure Account And Statement of Total Recognised Gains and Losses)

	Note	Unrestricted Funds	Restricted Funds	Total 2021 £	Total 2020 £
Income and Endowments from:					
Donations and legacies	3	167,074	63,988	231,062	107,112
Other trading activities	4	-	-	-	5,459
Total Income		167,074	63,988	231,062	112,571
Expenditure on:					
Charitable Activities	5	(108,221)	-	(108,221)	(75,145)
Governance Costs		(480)	-	(480)	(480)
Total Expenditure		(108,701)	-	(108,701)	(75,895)
Net (expenditure) / income		58,373	63,988	122,361	36,676
Net movement in funds		58,373	63,988	122,361	36,676
Reconciliation of funds					
Total funds brought forward		42,155	-	42,155	5,479
Total fund carried forward	11	100,528	63,988	164,516	42,155

All of the charity's activities derive from continuing operations during the above two periods. The funds breakdown for 2021 is shown in note 11.

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Balance sheet as at 31 March 2021

	Note	2021 £	2020 £
Current Assets			
Cash at bank and in hand		164,996	42,635
Creditors: Amounts due within one year	9	(480)	(480)
Net Assets		<u>164,516</u>	<u>(5,479)</u>
Funds of the charity			
Unrestricted income funds			
Unrestricted funds		100,528	42,155
Restricted Funds		63,988	-
Total funds		<u>164,516</u>	<u>42,155</u>

For the financial year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors 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 on pages x to x were approved by the trustees, and authorised for issue on 30th December 2021 and signed on their behalf by:

L. Wiltshire

.....
 Laura Wiltshire
 Trustee

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Notes to the Financial Statements for the Year Ended 31st March 2021

1 Charity status

The charity is limited by share capital

The address of its registered office is:

The Round House

Unit 11 Glan Y Llyn Industrial Estate

Taffs Well

CF15 7JD

The principal place of business is:

The Round House

Unit 11 Glan Y Llyn Industrial Estate

Taffs Well

CF15 7JD

These financial statements were authorised for issue by the trustees on 30/12/2021

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

AP Cymru Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

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Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Foreign exchange

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

The results of overseas operations are translated at the average rates of exchange during the period and their balance sheets at the rates ruling at the balance sheet date. Exchange differences arising on translation of the opening net assets and results of overseas operations are reported in other comprehensive income and accumulated in equity (attributed to non-controlling interests as appropriate).

Other exchange differences are recognised in the Statement of Financial Activities in the period in which they arise except for:

- 1) exchange differences on transactions entered into to hedge certain foreign currency risks(see above);
- 2) exchange differences arising on gains or losses on non-monetary items which are recognised in other comprehensive income; and
- 3) in the case of the consolidated financial statements, exchange differences on monetary items receivable from or payable to a foreign operation for which settlement is neither planned nor likely

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to occur (therefore forming part of the net investment in the foreign operation), which are recognised in other comprehensive income and reported under equity.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

3 Income from donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Donations and legacies:				
Donations from individuals	26,545	-	26,545	56,612
Grants including capital grants				
Government grants	47,930	-	47,930	34,500
Other grants	92,599	63,988	156,587	16,000
	<u>167,074</u>	<u>63,988</u>	<u>231,062</u>	<u>50,500</u>

4 Income from other trading activities

	Unrestricted Funds £	Total 2021 £	Total 2020 £
Trading Income:			
Sales of goods and services	-	-	5,459
	<u>-</u>	<u>-</u>	<u>5,459</u>

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5 Expenditure on charitable activities

	Unrestricted Funds	Total 2021	Total 2020
	£	£	£
Employment costs	81,561	81,561	40,696
Establishment costs	5,110	5,110	13,747
Repairs and maintenance	1,086	1,086	-
Office expenses	3,183	3,183	3,239
Printing, postage and stationery	2,239	2,239	387
Subscriptions and donations	1,266	1,266	1,048
Sundry and other costs	303	303	1,335
Travel and subsistence	56	56	316
Advertising and promotion	180	180	670
Events	13,237	13,237	9,916
Hub / Library	-	-	4,063
	<u>108,221</u>	<u>108,221</u>	<u>75,415</u>

6 Analysis of governance and support costs

Governance costs

	Unrestricted Funds	Total 2021	Total 2020
	£	£	£
Independent Examiners Remuneration	480	480	480
Legal Fees -----			<u>7,143</u>
	<u>480</u>	<u>480</u>	<u>7,581</u>

7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

8 Taxation

The charity is a registered charity and is therefore exempt from taxation.

9 Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals	<u>480</u>	<u>438</u>
	<u>480</u>	<u>436</u>

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10 Funds

	Balance at 1 April 2020	Incoming resources	Resources expended	Balance at 31 March 2021
	£	£	£	£
Unrestricted Funds				
General	42,155	167,074	(108,701)	100,528
Restricted Funds				
Track 2000	-	34,560	-	34,560
Co-operative	-	10,000	-	10,000
Comic Relief	-	9,428	-	9,428
IOF	-	-	-	10,000
	42,155	231,062	(108,701)	164,516

IOF - The grant relates to consultancy work and a full financial health check

Comic Relief – This grant is for a chameleon project regarding Female support group education and activities

Track 2000 - This grant is for a two-year project, salaries and support for training role.

Co-op – The grants received are both are to support our overall well-being and education programme.

11 Analysis of net assets between funds

	Unrestricted funds General	Restricted Funds	Total Funds
	£	£	£
Current assets	101,008	63,988	164,996
Current Liabilities	(480)	-	(480)
Total Net Assets	100,528	63,988	164,516