

REACHING FAMILIES LIMITED

England & Wales · Charity number 1150906

Details

Status	Registered
Legal form	Charitable company
Company number	08261096
Registered	2013-02-20
Register	View on the Charity Commission register

Contact

Address	Dove Lodge Community Resources Centre 49 Beach Road Littlehampton West Sussex BN17 5JG
Phone	01903366360
Email	admin@reachingfamilies.org.uk
Website	www.reachingfamilies.org.uk

Activities

Objects: 1) TO RELIEVE THE NEEDS OF DISABLED PEOPLE, PARTICULARLY BUT NOT EXCLUSIVELY CHILDREN AND YOUNG PEOPLE, THEIR PARENTS, CARERS AND FAMILIES 2) TO FURTHER ANY OTHER SUCH PURPOSES DEEMED. CHARITABLE BY THE LAW OF ENGLAND AND WALES AS THE TRUSTEES SHALL FROM TIME TO TIME DECIDE.

Activities: Reaching Families delivers a range of activities including (i) Making Sense Of It All - a comprehensive guide for parent-carers to a range of a relevant issues (ii) Factsheets on childhood disabilities and a wide variety of other subjects (iii) training on a wide range of issues (iv) short term group counseling for parent-carers.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, People With Disabilities

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£341,897	£250,582	-	-
2024-03-31	£244,454	£240,703	-	-
2023-03-31	£245,543	£196,250	-	-
2022-03-31	£234,816	£150,940	-	-
2021-03-31	£129,702	£121,997	-	-

Trustees

Name	Role	Appointed
Charlotte Linington		2018-11-28
Christopher Thomas Jay		2018-11-28
Helen Rodgers		2015-05-13
Jemma Paterson		2023-10-24
Sharon Emily Gearing		2022-06-21

REACHING FAMILIES LIMITED

England & Wales - Charity number 1150906

Accounts

Charity Registration No. 1150906

Company Registration No. 08261096 (England and Wales)

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025**

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Helen Rodgers (Chair) Chris Jay (Vice-Chair) John Corr (Resigned 24 September 2024) Charlotte Linington Justin Sainsbury Sharon Gearing Jemma Paterson
Charity number	1150906
Company number	08261096
Registered office	Dove Lodge Community Resources Centre 49 Beach Road Littlehampton West Sussex BN17 5JG
Independent examiner	TC Group The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
Bankers	Lloyds TSB Bank PLC South Street Worthing West Sussex BN11 3AU

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
CONTENTS**

	Page
Trustees' report	1 – 4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 - 16

REACHING FAMILIES LIMITED

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

The trustees are delighted to present our annual report for the period April 2024 to March 2025.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, our Memorandum and Articles of Association, and 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).

Structure, Governance & Management

In 2013 Reaching Families changed from being an unincorporated charity (The Parent & Family Care Foundation) and became Reaching Families, a charitable company limited by guarantee governed by Memorandum and Articles of Association. The new organisation was registered with Companies House on the 15th February 2013 and registered with the Charity Commission on the 20th of February 2013. The trustees who are also the directors of the company who served during 2024-25 were as follows:

Helen Rodgers (Chair)
Chris Jay (Vice Chair)
John Corr (resigned, 24/9/2024)
Charlotte Linington
Justin Sainsbury
Sharon Gearing
Jemma Paterson

Trustees are recruited based on their skill, knowledge, and experience of working in our field and/or their experience of charity management and governance. It is the policy of the trustees to maximise representation of parent-carers and/or people with lived experience of disability on our board of trustees wherever possible (four of our current board are parent-carers whilst two have lived experience of disability).

The trustees meet as a minimum on a bi-monthly basis to discuss matters relating to organizational strategy, operational management, policy, administration, financial management and fundraising. Day-to-day management of the charity is delegated to a part-time Director and a part-time Operations Director who are responsible for delivery of our services, staff management, fundraising & communications, evaluation, financial management, project development & business planning and external relations.

Public Benefit

The trustees have had due regard to the charity commission guidance on public benefit in deciding what activities it carries out.

Principal Risks & Uncertainties

Trustees and staff carry out regular risk assessments that affect both the operational delivery of our work and the longer-term sustainability of our service delivery. The principal risk to the organisation's sustainability is funding. From our inception the charity has pursued a policy of spreading financial risk by developing a diverse financial model that leverages funding from a wide variety of sources including the national lottery, charitable trusts and foundations, community fundraising, earned income and grant aid from NHS Sussex and West Sussex County Council.

Remuneration Policy

All of our staff work part time and are therefore paid on a pro-rata basis. Their salaries are based on market rates and reviewed annually.

REACHING FAMILIES LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2025

Objectives & Activities

The charity's objects are (i) to relieve the needs of disabled people, particularly, but not exclusively, children, young people, their parents, carers and families (ii) to further any other such purposes deemed charitable by the law of England and Wales as the trustees shall from time to time decide. These objects are captured more succinctly in our mission statement: "to empower, inform and support parents and families of children and young people with special educational needs and disabilities in West Sussex."

Review of the Year

2024-25 was a record year for the number of families we were able to provide with direct, in-person support. Over 3,000 families benefited from training, benefits advice, ND support, befriending, support groups and short-term case work. Countless more accessed our information resources or joined our Facebook group.

The advent of our ND Navigation Service – designed to support parents of children and young people waiting on assessment for ADHD and Autism – had a great deal to do with the increase in the scale of our provision – over 500 families supported in its first full year. Given the service focusses on helping families access support whilst they wait for assessment, it inevitably led to in-house referrals to our training provision, peer support and benefits advice. As a result more than 60% of parents are now engaging with our services in multiple ways. The trustees are particularly pleased by this varied support as it greater benefits parents and more broadly, vindicates our strategy of building a one stop shop of complimentary services.

New investment in our Benefits Advice Service from the National Lottery Community Fund enabled us to recruit more staff and in turn increase the scale of our delivery. By the year end we also received further investment in our ND Navigation Service from NHS Sussex which will also increase capacity, reduce waiting times and enable us to undertake more face-to-face support in community settings.

Meeting demand continues to be a significant challenge to the organization. During the year we were only able to offer spaces to 27% of parents who tried to book on one of our training workshops whilst all of our services continued to operate with waiting lists. Whilst we continue to do all we can to fundraise and increase the capacity of our services, the trustees and senior management have also begun exploring alternative delivery methods to complement existing delivery and improve access for parents.

Operational Performance

	<u>2023/24</u>	<u>2024/25</u>	<u>(+/- %)</u>
Parent Guide	2,618	2,523	-4%
Factsheets	11,563	11,788	2%
Training	1,305	1,209	-7%
Benefits Advice Service	215	279	30%
Befriending	81	72	-11%
Umbrella Support Group	266	306	15%
NDP Navigation Service	117	549	369%
Short term case work	440	600	36%
Facebook Groups	1,261	1,246	-1%

Outcomes

Monitoring and evaluation of our services which is carried out via project questionnaires and qualitative feedback showed parent-carers achieved the following outcomes from engagement and participation in our service: -

- 90% of parent-carers said they had improved knowledge of how and where to access support for their child
- 85% said they had improved skills and self confidence in supporting their child's health, wellbeing and development
- 70% said they felt better connected to other parent-carers
- 88% reported improved resilience
- 75% reported improved wellbeing
- £3.2 million raised in successful claims for Carers Allowance, Disability Living Allowance (DLA) and Personal Independence Payment (PIP)

REACHING FAMILIES LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2025

Information Resources

Our major focus in 2024-25 was editing a new edition of our popular parent-carer guide, Making Sense of It All, which will be published in 2025. Both our book and factsheets continued to be used in high volume throughout the year.

Training

Such is the acute demand for our training provision we achieved a remarkable new record in 2024-25 – a workshop selling out within one minute of our training schedule being published.

Whilst we are thrilled our workshops are so valued by parents, we take no pleasure in waiting lists (3,179) being greater than the number of parents who were able to attend (1,209). We continue to do all we can to raise funds to expand our training delivery but in the absence of significant new investment, are now exploring other cost effective ways of delivering training content and maximising the number of parents we can support.

Benefits Advice Service

Thanks to a three year grant from the National Lottery Community Fund (Reaching Communities) we were able to invest in new staff and expand the scope of our Benefits Advice Service during 2024-25. This enabled us to support a record number of families (279) with a record number of claims (339) and in doing so helped families raise £3.2 million.

Peer Support

Connecting parent-carers with peers who empathise, share experiences and offer mutual support is one of the most important elements of our service. In 2024-25 we helped over 1,500 parent-carers across West Sussex make connections via our befriending service, Umbrellas support groups and Facebook group.

The trustees are particularly grateful to our team of 28 volunteers who play such an important role in the delivery of our befriending service.

ND Navigation Service

2024-25 marked the first full year of our new ND Navigation Service, designed to support families navigating the assessment process for ADHD, autism and other neurodivergent conditions. 549 families benefited from the project in the first year, a remarkable achievement for a new service and a testimony to the hard work and dedication of the ND team.

Short Term Case Work

As more families struggle to access statutory services so there has been increasing demand on our teams to provide alternative support. During 2024-25 we helped 600 families with general requests for information, advice, signposting and referral. We receive no additional funding for this element of our work but the general policy of the trustees is not to turn families away if we are able to provide help, albeit in a limited capacity and strictly within our area of knowledge and expertise.

Fundraising

We maintained our recent pattern of attracting new funders to Reaching Families thanks to grants from the Broyst Foundation, February Foundation, the Hopper Trust, Michael Cornish Charitable Trust and the Shanly Foundation. The trustees were particularly grateful to receive two unsolicited grants of £10,000 from the Hopper Trust and £5,000 from Tesco Golden Grants.

REACHING FAMILIES LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2025

Financial Summary and Review

Total income: £341,897

Expenditure on Charitable Activities: £250,582

There was a significant increase in income during the year largely as a result of new investment in our Benefits Advice Service from the National Lottery Community Fund (£88,377) plus £98,500 from NHS Sussex towards the development and delivery of our ND Navigation Service.

Expenditure rose by 4% from 2023-24 but owing to the additional investment cited above, we forecast it will rise by 32% in 2025-26. Whilst this represents a significant increase in expenditure the trustees are confident in the robustness of our operational management and capacity to manage growth.

Reserves Policy

It is the policy of the trustees to hold the equivalent of three months running costs in unrestricted reserves calculated on the basis of forecasted expenditure for the following financial year (2025-26: £330,093). This requires us to hold £82,523. By the year end our unrestricted reserves stood at £87,201. In line with our policy the remaining excess of £4,678 is being carried forward as income for 2025-26.

Our reserves are designed to enable us to manage an orderly closing of the charity if necessary or to provide financial contingency in other circumstances, for example, between major grants. The reserves will be used for the following specific purposes:

- Any redundancy payments due to employees
- Support to employees in finding alternative employment
- Terminating service contracts such as office rent and equipment
- Accountancy, audit and other professional costs
- Short term contingency costs between major grants

The majority (£186,877) of our restricted reserves of £201,057 is made up of funding from NHS Sussex to continue the development of our ND Navigation Service over the 2025-26 financial year and from the National Lottery Community Fund to develop our Benefits Advice Service over the period 2024-27.

Next Steps

With demand for our service growing every year but with resources that are not keeping pace, the next challenge for Reaching Families is finding new ways to increase accessibility and maximise the number of families we can support. With that aim in mind our priorities over the next year are as follows: -

- Finding new methods of delivering training content to parents who have been unable to access our live workshops
- Recruiting more support staff to join our ND Navigation Service and in doing so bring down waiting times
- Working with other SEND providers to increase in person access to our Benefits Advice Service and ND Navigation Service at community settings across West Sussex
- Developing new income streams to maximise our long term financial sustainability

Signed on behalf of the board on 15th September 2025



**Helen Rodgers
Chair**

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF REACHING FAMILIES LIMITED

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 charitable company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities, applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

TC Group

Mr Mark Cummins FCCA FCIE

TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated:

18th September 2025

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025

	Note	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
<u>Income from:</u>					
Donations and grants	3	88,512	247,814	336,326	243,316
Charitable activities	4	1,384	-	1,384	1,138
Investment Income	5	4,187	-	4,187	-
Total income		94,083	247,814	341,897	244,454
<u>Expenditure on:</u>					
Charitable activities	6	110,777	139,805	250,582	240,703
Total expenditure		110,777	139,805	250,582	240,703
Net income for the year/ Net movement in funds		(16,694)	108,009	91,315	3,751
Fund balances at 1 April 2024		103,895	93,048	196,943	193,192
Fund balances at 31 March 2025		87,201	201,057	288,258	196,943

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006. All income and expenditure derives from continuing activities.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
BALANCE SHEET

AS AT 31 MARCH 2025

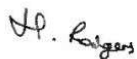
	Notes	2025 £	2024 £
Fixed assets			
Tangible assets	11	298	1,061
Current assets			
Stock	12	-	786
Debtors	13	63,778	1,448
Cash at bank and in hand		230,113	201,707
		<u>293,891</u>	<u>203,941</u>
Creditors: amounts falling due within one year	14	(5,931)	(8,059)
		<u>287,960</u>	<u>195,882</u>
Net current assets			
		<u>288,258</u>	<u>196,943</u>
Total assets less current liabilities			
		<u>288,258</u>	<u>196,943</u>
Income funds			
Restricted funds	16	201,057	93,048
Unrestricted funds		87,201	103,895
	17	<u>288,258</u>	<u>196,943</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its incoming resources and application of resources, including its income and expenditure, for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 15th September 2025



Helen Rodgers – Chair

Company Registration No. 08261096
Charity Registration No. 1150906

The notes on pages 8-16 form part of the Financial Statements

REACHING FAMILIES LIMITED

(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Statutory information

The charity is a company limited by guarantee registered in England and Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member. The registered office and other statutory information can be found on the legal and administrative information page of these accounts.

2 Accounting policies

2.1 Basis of preparation

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 (FRS102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Reaching Families Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Reaching Families Limited's ability to continue as a going concern. The charity's presentation currency is Pound Sterling.

2.2 Income

Income is included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy and there is certainty over the receipt of the income. The following specific policies are applied to particular categories of income:

Grants and donations are recognised on an accrual basis, accounted for in relation to the period that they relate.

Investment income and other income is accounted for when received.

2.3 Expenditure

Expenditure is recognised on an accruals basis. The charity is not registered for VAT and accordingly expenditure is shown gross of VAT.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees. These costs are included within support costs.

2.4 Tangible fixed assets and depreciation

The decision to include items within fixed assets is assessed on a case by case basis; there is no set value below which assets are not capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	3 years straight line
--------------------------------	-----------------------

2.5 Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

2.6 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a maturity of three months or less from the date of opening the deposit or similar account.

2.7 Funds

Unrestricted funds are donations and other income receivable or generated for the objects of the charity. Restricted funds are funds provided for a specific purpose that must be spent in line with the funder's requirements.

2.8 Accounting estimates and judgements

In the application of the group's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

2.9 Creditors and provisions

Creditors and provisions are recognised where the group has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

3 Income from donations and grants

	Unrestricted funds	Restricted funds	Total 2025	Total 2024
	£	£	£	£
<u>Restricted funds</u>				
Bascule Charitable Trust - Benefits Advice	-	15,000	15,000	27,500
Bascule Charitable Trust - Information Resources	-	10,000	10,000	12,500
NHS Sussex NDP Family Advice & Navigation Service	-	98,500	98,500	100,000
The Grocers Charity - Benefits Advice Service	-	3,750	3,750	1,250
National Lottery Community Fund - E-learning Project	-	20,000	20,000	-
National Lottery Community Fund - Benefits Advice Service	-	88,377	88,377	-
Ernest Kleinwort - Training	-	3,500	3,500	-
Shanly Foundation - Umbrellas Support Groups	-	2,000	2,000	-
Tesco Golden Grants - Horsham Umbrellas	-	5,000	5,000	-
Cuckfield Mayors Fund - Burgess Hill Umbrellas	-	300	300	-
Tesco Stronger Starts - Burgess Hill	-	887	887	-
Tesco Stronger Starts - Chichester	-	500	500	-
Total restricted funds	-	247,814	247,814	141,250
<u>Unrestricted funds</u>				
West Sussex County Council NHS Commissioners	-	-	-	61,080
Edward Gostling	-	-	-	10,000
National Lottery CF	-	-	-	10,000
Sussex Community Foundation	-	-	-	8,745
The Downs Crematorium Brighton	5,000	-	5,000	10,000
NHS Sussex/WSCC	61,080	-	61,080	-
The Hopper Trust	10,000	-	10,000	-
The February Foundation	3,000	-	3,000	-
The Broyst Foundation	1,000	-	1,000	-
The Michael Cornish Charitable Trust	1,000	-	1,000	-
Legal & General via CAF	2,750	-	2,750	-
Co-op Local Community Fund	1,116	-	1,116	-
Other	3,566	-	3,566	2,241
Total unrestricted funds	88,512	-	88,512	102,066
Total income from donations and grants	88,512	247,814	336,326	243,316

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

4 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Postage & packaging income	264	-	264	498
Training income	1,120	-	1,120	640
	<u>1,384</u>	<u>-</u>	<u>1,384</u>	<u>1,138</u>

5 Investment Income

	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Interest Income	4,187	-	4,187	-
Total investment income	<u>4,187</u>	<u>-</u>	<u>4,187</u>	<u>-</u>

6 Expenditure

	Staff costs £	Depreciation £	Other Costs £	Total 2025 £	Total 2024 £
Charitable activities					
Furtherance of Charity's objectives:					
Activities undertaken directly	214,430	-	28,371	242,801	233,071
Support costs	3,758	763	3,260	7,781	7,632
Total expenditure	<u>218,188</u>	<u>763</u>	<u>31,631</u>	<u>250,582</u>	<u>240,703</u>

7 Support costs

	Total 2025 £	Total 2024 £
Furtherance of Charity's objectives		
Insurance	488	527
Administrative salaries	3,758	3,758
Depreciation	763	764
Governance costs	2,772	2,583
	<u>7,781</u>	<u>7,632</u>

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year. No trustee invoiced for services provided (2024: none).

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2025	2024
	Number	Number
Charitable activities	14	13

Employment costs

	2025	2024
	£	£
Wages and salaries	206,375	178,624
Employers National Insurance	7,190	5,133
Pensions Costs	4,623	3,922
	218,188	187,679

The average number of staff disclosed above all work part time. The average full time equivalent number of staff for the year totalled 7.6 (2024: 6.4).

There were no employees whose annual remuneration was £60,000 or more (2024: none). The Key Personnel of the charity comprised the director and the operations director whose emoluments totalled £49,101 (2024: £49,101).

Governance costs relate to independent examiners' fees, accounting costs and costs relating to trustee meetings.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

10 Comparative funds – Statement of Financial Activities for the year ended 31 March 2024

		Unrestricted funds £	Restricted funds £	Total 2024 £
	Notes			
<u>Income</u>				
Donations & grants	3	102,066	141,250	243,316
Charitable activities	4	1,138	-	1,138
Total income		103,204	141,250	244,454
<u>Expenditure</u>				
Charitable activities				
Furtherance of Charity's objectives	6	97,488	143,215	240,703
Total expenditure		97,488	143,215	240,703
Net income/(expenditure) for the year/ Net movement in funds		5,716	(1,965)	3,751
Fund balances at 1 April 2023		98,179	95,013	193,192
Fund balances at 31 March 2024		103,895	93,048	196,943

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

11 Tangible fixed assets

	Fixtures, fittings & equipment
	£
Cost	
At 1 April 2024	6,334
At 31 March 2025	6,334
Depreciation	
At 1 April 2024	5,273
Charge for the year	763
At 31 March 2025	6,036
Net book value	
At 31 March 2025	298
At 31 March 2024	1,061

12 Stock	Total 2025 £	Total 2024 £
Stock of books	-	786

13 Debtors	2025 £	2024 £
Trade debtors	61,912	-
Other debtors	324	324
Prepayments and accrued income	1,542	1,124
	63,778	1,448

14 Creditors: amounts falling due within one year	2025 £	2024 £
Trade creditors	2,247	2,359
Accruals and other creditors	2,776	1,950
Deferred income	-	3,750
Pension payable	908	-
	5,931	8,059

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR 31 MARCH 2025

15 Control

The charity is under the control of the board of Trustees.

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2024	Incoming resources	Movement in funds Resources expended	Balance at 31 March 2025
	£	£	£	£
NHS Sussex - ND Navigation Service	77,748	98,500	(64,178)	112,070
West Sussex County Council - Key Working Project (B Hill, Chi & Shoreham Umbrellas) 23/24 & 24/25	13,243	-	(13,243)	-
Bascul Charitable Trust - Information Resources	2,057	10,000	(12,057)	-
Bascul Charitable Trust - Benefit Advice Service	-	15,000	(13,750)	1,250
National Lottery Community Fund - Benefits Advice Service	-	88,377	(26,687)	61,690
National Lottery Community Fund - E-Learning Project	-	20,000	(229)	19,771
Tesco Golden Grants - Horsham Umbrellas	-	5,000	(2,370)	2,630
Ernest Kleinwort - Training	-	3,500	-	3,500
Shanly Foundation - Umbrellas Support Groups	-	2,000	(2,000)	-
Tesco Stronger Starts - Burgess Hill	-	887	(741)	146
Tesco Stronger Starts - Chichester	-	500	(500)	-
Cuckfield Mayors Fund	-	300	(300)	-
Grocers Charity - Benefits Advice Service	-	3,750	(3,750)	-
	<u>93,048</u>	<u>247,814</u>	<u>(139,805)</u>	<u>201,057</u>

NHS Sussex - towards the ND Navigation Service

National Lottery Community fund - towards benefits advice service

WSCC (Key Working) - towards development of new umbrellas support groups

Cuckfield Mayors Fund - towards development of a new umbrellas support group in Burgess Hill

Bascul Charitable Trust - towards the development of the Benefits Advice Service

Bascul Charitable Trust - towards development of information resources

Shanly Foundation - towards development of new umbrellas support groups

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

17 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total 2025
	£	£	£
Fund balances at 31 March 2025 are represented by:			
Tangible fixed assets	298	-	298
Current assets	92,834	201,057	293,891
Creditors: amounts falling due within one year	(5,931)	-	(5,931)
	<u>87,201</u>	<u>201,057</u>	<u>288,258</u>
	<u><u>87,201</u></u>	<u><u>201,057</u></u>	<u><u>288,258</u></u>
	Unrestricted funds	Restricted funds	Total 2024
	£	£	£
Fund balances at 31 March 2024 are represented by:			
Tangible fixed assets	1,061	-	1,061
Current assets	110,893	93,048	203,941
Creditors: amounts falling due within one year	(8,059)	-	(8,059)
	<u>103,895</u>	<u>93,048</u>	<u>196,943</u>
	<u><u>103,895</u></u>	<u><u>93,048</u></u>	<u><u>196,943</u></u>

18 Related party transactions

There were no related party transactions other than the employment of key management personnel as disclosed at note 9.

REACHING FAMILIES LIMITED

England & Wales - Charity number 1150906

Accounts

Charity Registration No. 1150906

Company Registration No. 08261096 (England and Wales)

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024**

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Helen Rodgers (Chair) Chris Jay (Vice-Chair) John Corr Charlotte Linington Justin Sainsbury Sharon Gearing Jemma Paterson
Charity number	1150906
Company number	08261096
Registered office	Dove Lodge Community Resources Centre 49 Beach Road Littlehampton West Sussex BN17 5JG
Independent examiner	TC Group The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
Bankers	Lloyds TSB Bank PLC South Street Worthing West Sussex BN11 3AU

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
CONTENTS**

	Page
Trustees' report	1 – 8
Independent examiner's report	9
Statement of financial activities	10
Balance sheet	11
Notes to the accounts	12 - 20

REACHING FAMILIES LIMITED

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024

The trustees are delighted to present our annual report for the period April 2023 to March 2024.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, our Memorandum and Articles of Association, and 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).

Structure, Governance & Management

In 2013 Reaching Families changed from being an unincorporated charity (The Parent & Family Care Foundation) and became Reaching Families, a charitable company limited by guarantee governed by Memorandum and Articles of Association. The new organisation was registered with Companies House on the 15th February 2013 and registered with the Charity Commission on the 20th February 2013. The trustees who are also the directors of the company who served during 2023/24 were as follows:

Helen Rodgers (Chair)
Chris Jay (Vice Chair)
John Corr
Charlotte Linington
Justin Sainsbury
Sharon Gearing
Jemma Paterson (24/10/2023)

Trustees are recruited based on their skill, knowledge and experience of working in our field and/or their experience of charity management and governance. It is the policy of the trustees to maximise representation of parent-carers and/or people with lived experience of disability on our board of trustees wherever possible (four of our current board are parent-carers whilst two have lived experience of disability).

The trustees meet as a minimum on a bi-monthly basis to discuss matters relating to organizational strategy, operational management, policy, administration, financial management and fundraising. Day-to-day management of the charity is delegated to a part-time Director and a part-time Operations Manager who are responsible for delivery of our services, staff management, fundraising & communications, evaluation, financial management, project development & business planning and external relations.

Public Benefit

The trustees have had due regard to the charity commission guidance on public benefit in deciding what activities it carries out.

Principal Risks & Uncertainties

Trustees and staff carry out regular risk assessments that affect both the operational delivery of our work and the longer-term sustainability of our service delivery. The principal risk to the organisation's sustainability is funding. From our inception the charity has pursued a policy of spreading financial risk by developing a diverse financial model that leverages funding from a wide variety of sources including the national lottery, charitable trusts and foundations, community fundraising, earned income and grant aid from NHS Sussex and West Sussex County Council.

Remuneration Policy

All of our staff work part time and are therefore paid on a pro-rata basis. Their salaries are based on market rates and reviewed annually.

REACHING FAMILIES LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

Objectives & Activities

The charity's objects are (i) to relieve the needs of disabled people, particularly, but not exclusively, children, young people, their parents, carers and families (ii) to further any other such purposes deemed charitable by the law of England and Wales as the trustees shall from time to time decide. These objects are captured more succinctly in our mission statement: "to empower, inform and support parents and families of children and young people with special educational needs and disabilities in West Sussex."

Review of the Year

With no end in sight to the austerity that has depleted public services, created endless waiting lists and all but left SEND families to their own devices, the need for Reaching Families services has never been more acute.

Our training provision best illustrates this new reality. In the year before the covid pandemic Reaching Families delivered 33 workshops to 426 parents-carers. In 2023/24 we delivered 84 workshops and courses to 1,305 parents. Such is the demand from parent-carers for knowledge and skills, if time and funding allowed, we could easily double our provision. However, owing to a reduction in our public income, we had to reduce provision from the previous year and as a result were only able to meet a third of the demand for our workshops. A major priority in 2024/25 will therefore be seeking the funds we need to increase capacity and explore other models of training delivery in order to increase access.

Our holistic approach to supporting parents through the provision of multiple complimentary services under one roof led to our being commissioned by NHS Sussex to pilot and develop a new service to provide information, advice, training and signposting to parents of children undergoing assessment for ADHD, Autism and other neurodiverse conditions. On its launch in January 2024, demand for the service was immediately high and given the waiting time children and families are facing, we expect this service to be our most in demand to date.

Elsewhere, the trustees are enthused by the increased coverage of our parent-carer support groups, which thanks to four new groups in Burgess Hill, Chichester, Horsham and Shoreham by Sea now stretch across West Sussex, and news at the end of the financial year that a three year grant from the National Lottery Community Fund (2024-27), the income for which will be recognised in or 2024-25 accounts, will secure the future development of our much needed Benefits Advice Service.

Operational Delivery

	<u>2022/23</u>	<u>2023/24</u>	<u>Growth (+/- %)</u>
Parent Guide	2,565	2,618	2%
Factsheets	10,819	11,563	7%
Training	1,414	1,305	-8%
Benefits Advice Service	298	215	-28%
Umbrella Support Group	240	266	10.8%
NDP Navigation Service	-	117	-
Facebook Groups	1,046	1,261	20%

Outcomes

Monitoring and evaluation of our services which is carried out via project questionnaires and qualitative feedback showed parent-carers achieved the following outcomes from engagement and participation in our service: -

- 89% of parent-carers said they had improved knowledge of how and where to access support for their child
- 84% said they had improved skills and self confidence in supporting their child's health, wellbeing and development
- 80% said they felt better connected to other parent-carers
- 71% reported improved wellbeing and resilience
- £2.1 million raised in successful claims for Carers Allowance, Disability Living Allowance (DLA) and Personal Independence Payment (PIP)

REACHING FAMILIES LIMITED

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024

Information Resources

Navigating the labyrinth of information needed to support a child with SEND has never been easy for parent-carers but never been more important than in this era of scarce support.

A survey of parent-carers we carried out in early 2024 shows that our parentcarer guide, *Making Sense of It All*, remains essential reading for parentcarers in West Sussex whilst our newly updated factsheet series continue to be downloaded from our website in the thousands.

We also published a new animation for younger children to help them understand the assessment process for Autism. In 2024/25 we will be publishing a companion animation for older children.

Training

Waiting times to access statutory services are so long parents are increasingly seeking to acquire knowledge and develop skills in subjects they would normally hope to get advice on from external agencies. Our training workshops and courses have therefore become more and more popular with parent-carers and are typically booked up within minutes of our schedule being published.

Whilst it is heartening to know our training workshops are so relevant to the needs of SEND families we take no satisfaction that in 2023/24 waiting lists to attend were almost twice as high as those who attend. A major priority in 2024/25 will therefore be in securing funding to increase our training capacity and exploring other models of delivery in order to increase access.

Benefits Advice Service

With the cost of living crisis continuing to bite deep and more families being forced to seek private provision for their child, demand for our Benefits Advice Service showed no sign of abating in 2023/24. There was particular demand from vulnerable families who need additional support in making claims and/or appeals to tribunals. Owing to staff changes delivery was briefly interrupted and resulted in a lower number of families supported than in the previous year.

We ended the year with confirmation of almost £90,000 over three years from the National Lottery Community Fund to continue the development of the service during the period 2024-27. This much needed funding, the receipt of which will be recognised in our 2024-25 accounts, will allow us to make permanent the post of Benefits Support Worker who helps parents in checking claims and create a new post of team administrator. Above all it helps ensure the longer-term sustainability of the service.

Befriending

There is no support for a new parent-carer quite like the empathy and wisdom of another parent who's lived through the same experience.

Our parent-carer befrienders provide an invaluable source of support to parents of children waiting on, undergoing or recently assessed for SEND – helping with information, signposting, sharing their own personal experiences and giving empathy and understanding to parent-carers new to our world. Demand for the service has risen every year since we started the project in 2018 and now, with the largest team of befrienders we have ever had (30 in total), supporting more new parent-carers than ever. We are immensely grateful to our befrienders for their simply invaluable support.

REACHING FAMILIES LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

Umbrellas Support Groups

We've long known the best support parent-carers receive is from other parents with a similar life experience. That is why expanding the reach of our Umbrellas support groups has been so vital to helping parents develop their own networks of support.

With the development of four new Umbrellas support groups in Burgess Hill, Chichester, Horsham and Shoreham-by-Sea our community outreach now covers almost all the major urban areas of West Sussex (including Littlehampton and Worthing) and surrounding areas. In this post covid era of remote delivery our groups are a vital means of parents accessing in person peer support, seeking information and signposting from our outreach team and generally being around other people who understand the challenges they face.

NDP Navigation Services

Waiting on assessment for ADHD, Autism and other neurodiverse conditions can be interminably long for children and families in need of support. We were therefore thrilled to be asked by NHS Sussex to pilot a new navigation service for parents of children and young people at various points on the West Sussex Neurodevelopmental Pathway.

Launched in January 2024 our new service provides initial telephone support, information, advice, signposting and training to parent-carers. By the end of the financial year it was clear this could be our most in demand service to date.

Fundraising

We maintained our recent pattern of attracting new funders to Reaching Families thanks to grants from the Edward Gostling Foundation and Grocers Charity. We are also grateful for increased investment from the Bascule Charitable Trust and Sussex Community Foundation and the continued support of the Downs Crematorium who gave to us for the first time in 2022/23. Elsewhere, we secured a grant of £88,377 from the National Lottery Community to continue the development of our Benefits Advice Service during the period 2024-27, the receipt of which will be recognised in our 2024-25 accounts.

Financial Summary and Review

Total income: £244,454

Expenditure on Charitable Activities: £240,703

There was a fractional decrease in income during 2023/24 as a result of the end of time limited funding from the National Lottery Community Fund (Peer to Peer Support) and West Sussex County Council. However, thanks to increased investment from charitable trusts and foundations and unrestricted reserves carried forward from 2022/23 we were able to maintain our core delivery, albeit in the case of some services, most notably training, at a reduced capacity.

A major new grant of £100,000 from NHS Sussex, which maintained our income levels from the previous year was awarded for the pilot of a new service to support families of children and young people undergoing assessment for ADHD and Autism over the period October 2023 – March 2025. The trustees are hopeful this grant along with our core funding from NHS Sussex and West Sussex County Council will continue beyond 2025.

Reserves Policy

It is the policy of the trustees to hold the equivalent of three months running costs in unrestricted reserves calculated on the basis of forecasted expenditure for the following financial year (2024-25: £262,706). This requires us to hold £65,676. By the year end our unrestricted reserves stood at £103,895. In line with our policy the remaining excess of £38,219 is being carried forward as income for 2024-25.

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

Our reserves are designed to enable us to manage an orderly closing of the charity if necessary or to provide financial contingency in other circumstances, for example, between major grants. The reserves will be used for the following specific purposes:

- Any redundancy payments due to employees
- Support to employees in finding alternative employment
- Terminating service contracts such as office rent and equipment
- Accountancy, audit and other professional costs
- Short term contingency costs between major grants

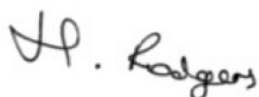
The majority (£77,748) of our restricted reserves of £93,048 is made up of funding from NHS Sussex to develop the NDP Navigation Service over the period October 2023 – March 2025.

Next Steps

We fully expect demand for our service to continue to increase next year, particularly as a result of the development of our new NDP Navigation Service and ongoing demand for our core services. Our priorities for the year will therefore be focused on project development and increase our funding and organizational capacity in order to meet demand and minimize waiting times for support: -

1. Continue to pilot and develop the NDP Navigation Service and secure funding to sustain the service beyond 2025
2. Publish a new edition of our parent-carer guide, *Making Sense of It All*
3. Secure funding to increase our training capacity and explore new models of delivery to improve access to training for parent-carers
4. Develop a new community fundraising strategy in order to further diversify our income and maximise our financial sustainability

Signed on behalf of the board on 24/09/24



**Helen Rodgers
Chair**

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF REACHING FAMILIES LIMITED

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 charitable company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities, applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



Mr Mark Cummins FCCA FCIE

TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated: 14 October 2024

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
<u>Income from:</u>					
Donations and grants	3	102,066	141,250	243,316	245,183
Charitable activities	4	1,138	-	1,138	360
Total income		103,204	141,250	244,454	245,543
<u>Expenditure on:</u>					
Charitable activities	5	97,488	143,215	240,703	196,250
Total expenditure		97,488	143,215	240,703	196,250
Net income for the year/ Net movement in funds		5,716	(1,965)	3,751	49,293
Fund balances at 1 April 2023		98,179	95,013	193,192	143,899
Fund balances at 31 March 2024		103,895	93,048	196,943	193,192

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006. All income and expenditure derives from continuing activities.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
BALANCE SHEET

AS AT 31 MARCH 2024

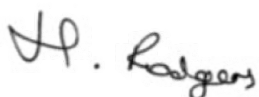
	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	10		1,061		929
Current assets					
Stock	11	786		747	
Debtors	12	1,448		78,773	
Cash at bank and in hand		201,707		131,101	
		<u>203,941</u>		<u>210,621</u>	
Creditors: amounts falling due within one year	13	<u>(8,059)</u>		<u>(18,358)</u>	
Net current assets			<u>195,882</u>		<u>192,263</u>
Total assets less current liabilities			<u>196,943</u>		<u>193,192</u>
Income funds					
Restricted funds	15		93,048		95,013
Unrestricted funds			103,895		98,179
	16		<u>196,943</u>		<u>193,192</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its incoming resources and application of resources, including its income and expenditure, for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 24/09/24



Helen Rodgers – Chair

Company Registration No. 08261096
Charity Registration No. 1150906

The notes on pages 12-20 form part of the Financial Statements

REACHING FAMILIES LIMITED

(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Statutory information

The charity is a company limited by guarantee registered in England and Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member. The registered office and other statutory information can be found on the legal and administrative information page of these accounts.

2 Accounting policies

2.1 Basis of preparation

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 (FRS102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Reaching Families Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Reaching Families Limited's ability to continue as a going concern. The charity's presentation currency is Pound Sterling.

2.2 Income

Income is included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy and there is certainty over the receipt of the income. The following specific policies are applied to particular categories of income:

Grants and donations are recognised on an accrual basis, accounted for in relation to the period that they relate.

2.3 Expenditure

Expenditure is recognised on an accruals basis. The charity is not registered for VAT and accordingly expenditure is shown gross of VAT.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees. These costs are included within support costs.

2.4 Tangible fixed assets and depreciation

The decision to include items within fixed assets is assessed on a case by case basis; there is no set value below which assets are not capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	3 years straight line
--------------------------------	-----------------------

2.5 Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

2.6 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a maturity of three months or less from the date of opening the deposit or similar account.

2.7 Funds

Unrestricted funds are donations and other income receivable or generated for the objects of the charity. Restricted funds are funds provided for a specific purpose that must be spent in line with the funder's requirements.

2.8 Accounting estimates and judgements

In the application of the group's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

2.9 Creditors and provisions

Creditors and provisions are recognised where the group has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Income from donations and grants

	Unrestricted funds	Restricted funds	Total 2024	Total 2023
<u>Restricted funds</u>	£	£	£	£
Basculle Charitable Trust – Benefits Advice	-	27,500	27,500	15,000
Basculle Charitable Trust – Info/Resources	-	12,500	12,500	-
NHS Sussex NDP Family Advice & Navigation Service	-	100,000	100,000	-
The Grocers Charity	-	1,250	1,250	-
National Lottery CF	-	-	-	9,841
National Lottery CF- Peer-to-peer Support	-	-	-	39,527
WSCC Key Working	-	-	-	47,638
The True Colours Trust	-	-	-	5,000
NHS Sussex NDP Animations	-	-	-	9,000
Sussex Community Foundation	-	-	-	7,472
Mayor of Cuckfield – Burgess Hill Umbrella's	-	-	-	639
	-	141,250	141,250	134,117
<u>Unrestricted funds</u>				
West Sussex County Council NHS Commissioners	61,080	-	61,080	60,000
Edward Gostling	10,000	-	10,000	-
National Lottery CF	10,000	-	10,000	-
Sussex Community Foundation	8,745	-	8,745	5,000
The Downs Crematorium Brighton	10,000	-	10,000	10,000
Other	2,241	-	2,241	3,066
Garfield Weston Foundation	-	-	-	30,000
Ernest Kleinwort Charitable Trust	-	-	-	3,000
Total	102,066	-	102,066	111,066
	102,066	141,250	243,316	245,183

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

4 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Postage & packaging income	498	-	498	360
Training income	640	-	640	-
	<u>1,138</u>	<u>-</u>	<u>1,138</u>	<u>360</u>

5 Expenditure

	Staff costs £	Depreciation £	Other Costs £	Total 2024 £	Total 2023 £
Charitable activities					
Furtherance of Charity's objectives:					
Activities undertaken directly	183,921	-	49,150	233,071	187,820
Support costs	3,758	764	3,110	7,632	8,430
Total expenditure	<u>187,679</u>	<u>764</u>	<u>52,260</u>	<u>240,703</u>	<u>196,250</u>

6 Support costs

	Furtherance of Charity's objectives	
	2024	2023
	£	£
Premises costs	-	1,296
Insurance	527	569
Administrative salaries	3,758	3,753
Depreciation	764	697
Governance costs	2,583	2,115
	<u>7,632</u>	<u>8,430</u>

Governance costs relates to independent examiners' fees, accounting costs and costs relating to trustee meetings.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year. No trustee invoiced for services provided (2023: none).

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
Charitable activities	13	12

Employment costs

	2024	2023
	£	£
Wages and salaries	178,624	142,692
Employers National Insurance	5,133	2,818
Pensions Costs	3,922	2,731
	187,679	148,241

The average number of staff disclosed above all work part time. The average full time equivalent number of staff for the year totalled 6.4 (2023: 5.4).

There were no employees whose annual remuneration was £60,000 or more (2023: none). The Key Personnel of the charity comprised the director and the operations manager whose emoluments totalled £49,101 (2023: £49,097).

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

9 Comparative funds – Statement of Financial Activities for the year ended 31 March 2023

		Unrestricted funds £	Restricted funds £	Total 2023 £
	Notes			
<u>Income</u>				
Donations & grants	3	111,066	134,117	245,183
Charitable activities	4	360	-	360
Total income		111,426	134,117	245,543
<u>Expenditure</u>				
Charitable activities				
Furtherance of Charity's objectives	5	79,580	116,670	196,250
Total expenditure		79,580	116,670	196,250
Net income/(expenditure) for the year/ Net movement in funds		31,846	17,447	49,293
Fund balances at 1 April 2022		66,333	77,566	143,899
Fund balances at 31 March 2023		98,179	95,013	193,192

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

10 Tangible fixed assets

	Fixtures, fittings & equipment
	£
Cost	
At 1 April 2023	5,438
Additions	896
At 31 March 2024	6,334
Depreciation	
At 1 April 2023	4,509
Charge for the year	764
At 31 March 2024	5,273
Net book value	
At 31 March 2024	1,061
At 31 March 2023	929

11 Stock

	2024	2023
	£	£
Stock of books	786	747

12 Debtors

	2024	2023
	£	£
Trade debtors	-	77,638
Other debtors	324	324
Prepayments and accrued income	1,124	811
	1,448	78,773

13 Creditors: amounts falling due within one year

	2024	2023
	£	£
Trade creditors	2,359	1,183
Accruals and Other creditors	1,950	2,175
Deferred income	3,750	15,000
	8,059	18,358

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR 31 MARCH 2024

14 Control

The charity is under the control of the board of Trustees.

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2023	Incoming resources	Movement in funds Resources expended	Balance at 31 March 2024
	£	£	£	£
NHS Sussex NDP Family Advice & Navigation Service	-	100,000	22,252	77,748
National Lottery Community Fund - Benefits Adviser Service	3,280	-	3,280	-
NHS Sussex - NDP Animations & Resources	9,000	-	9,000	-
West Sussex County Council - Key Working Project (B Hill, Chi & Shoreham Umbrellas)	47,638	-	34,395	13,243
True Colours Trust - Peer Support	4,167	-	4,167	-
Cuckfield Mayors Fund - Burgess Hill Umbrellas	457	-	457	-
Bascule Charitable Trust – Benefits Advice Service	471	27,500	27,971	-
Bascule Charitable Trust – Information & Resources	-	12,500	10,443	2,057
The Grocers Charity	-	1,250	1,250	-
West Sussex Clinical Commissioning Group	17,500	-	17,500	-
2021 WSCC - Outreach, training and delivery	12,500	-	12,500	-
	<u>95,013</u>	<u>141,250</u>	<u>143,215</u>	<u>93,048</u>

Sussex NHS – towards NDP Family Advice and Navigation Service

National Lottery Community fund – Towards benefits advice service

Sussex NHS NDP Animation – towards the development of animations and information resources for parents of children undergoing diagnosis for ADHD, Autism and other neurodiverse conditions

WSCC (Key Working) - towards development of new umbrellas support groups

True Colours Trust – towards delivery of peer-to-peer support services

Cuckfield Mayors Fund – towards development of a new umbrellas support group in Burgess Hill

Bascule Charitable Trust Benefits Advice Service – towards the development of the Benefits Advice Service

Bascule Charitable Trust Information & Resources – towards growth & expansion of services

The Grocers Charity – towards Delivery of Benefits Advice Service

West Sussex Clinical Commissioning Group – towards the delivery of outreach, training and peer support

2021 WSCC – towards the delivery of outreach, training and peer support

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

16 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total 2024
	£	£	£
Fund balances at 31 March 2024 are represented by:			
Tangible fixed assets	1,061	-	1,061
Current assets	110,893	93,048	203,941
Creditors: amounts falling due within one year	(8,059)	-	(8,059)
	<u>103,895</u>	<u>93,048</u>	<u>196,943</u>
	<u><u>103,895</u></u>	<u><u>93,048</u></u>	<u><u>196,943</u></u>
	Unrestricted funds	Restricted funds	Total 2023
	£	£	£
Fund balances at 31 March 2023 are represented by:			
Tangible fixed assets	929	-	929
Current assets	115,608	95,013	210,621
Creditors: amounts falling due within one year	(18,358)	-	(18,358)
	<u>98,179</u>	<u>95,013</u>	<u>193,192</u>
	<u><u>98,179</u></u>	<u><u>95,013</u></u>	<u><u>193,192</u></u>

17 Related party transactions

There were no related party transactions other than the employment of key management personnel as disclosed at note 8.

REACHING FAMILIES LIMITED

England & Wales - Charity number 1150906

Accounts

Charity Registration No. 1150906

Company Registration No. 08261096 (England and Wales)

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees	Helen Rodgers Chris Jay John Corr Charlotte Linington Justin Sainsbury Sharon Gearing (appointed 21 June 2022)
Charity number	1150906
Company number	08261096
Registered office	Dove Lodge Community Resources Centre 49 Beach Road Littlehampton West Sussex BN17 5JG
Independent examiner	Mark Cummins FCCA FCIE TC Group The Courtyard Shoreham Road Upper Beeding Steyping West Sussex BN44 3TN
Bankers	Lloyds TSB Bank PLC South Street Worthing West Sussex BN11 3AU

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
CONTENTS**

	Page
Trustees' report	1 – 5
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 - 16

REACHING FAMILIES LIMITED

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The trustees are delighted to present our annual report for the period April 2022 to March 2023.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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).

Structure, Governance & Management

In 2013 Reaching Families changed from being an unincorporated charity (The Parent & Family Care Foundation) and became Reaching Families, a charitable company limited by guarantee governed by Memorandum and Articles of Association. The new organisation was registered with Companies House on the 15th February 2013 and registered with the Charity Commission on the 20th February 2013. The trustees who are also the directors of the company who served during 2022/23 were as follows:

Helen Rodgers (Chair)
Chris Jay (Vice Chair)
John Corr
Charlotte Linington
Justin Sainsbury
Sharon Gearing (21st June 2022)

Trustees are recruited based on their skill, knowledge and experience of working in our field and/or their experience of charity management and governance. It is the policy of the trustees to maximise representation of parent-carers and/or people with lived experience of disability on our board of trustees wherever possible (three of our current board are parent-carers whilst two have lived experience of disability).

The trustees meet as a minimum on a bi-monthly basis to discuss matters relating to strategy, operational management, policy, administration and fundraising. Day-to-day management of the charity is delegated to a part-time Director and a part-time Operations Manager who are responsible for delivery of our services, staff management, fundraising, financial management, business planning and external relations.

Public Benefit

The trustees have had due regard to the charity commission guidance on public benefit in deciding what activities it carries out.

Principal Risks & Uncertainties

Trustees and staff carry out regular risk assessments that affect both the operational delivery of our work and the longer-term sustainability of our service delivery. The principal risk to the organisation's sustainability is funding. From our inception the charity has pursued a policy of spreading financial risk by developing a diverse financial model that leverages funding from a wide variety of sources including the national lottery, charitable trusts and foundations, community fundraising, earned income and grant aid from NHS Sussex and West Sussex County Council.

Remuneration Policy

All of our staff work part time and are therefore paid on a pro-rata basis. Their salaries are based on market rates and reviewed annually.

Objectives & Activities

The charity's objects are (i) to relieve the needs of disabled people, particularly, but not exclusively, children, young people, their parents, carers and families (ii) to further any other such purposes deemed charitable by the law of England and Wales as the trustees shall from time to time decide. These objects are captured more succinctly in our mission statement: "to empower, inform and support parents and families of children and young people with special educational needs and disabilities in West Sussex."

REACHING FAMILIES LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

Review of the Year

Our long-term ambition to create a one stop shop of services for SEND families took a huge leap forward in 2022/23 with the establishing of our new Benefits Advice Service that was fortuitously timed to meet the financial pressures of the cost of living crisis and all but completes the suite of services we originally hoped to develop when we first started the charity in 2008.

The new project builds on our information & training delivery on benefits and compliments a number of our other services, in particular the early support we provide parents of children undergoing diagnosis. We are now working with these families in multiple ways – matching them with a befriender, connecting them with other parent-carers, providing information and/or training on their child's condition and helping them access DLA or PIP for the first time.

The cost of living crisis showed significant signs of impact on the families we support during 2022/23. Some were nothing short of financially destitute and Reaching Families proved to be their only source of support. Others were forced to cut back on clubs, activities, therapies and assessments that are vital to their child's wellbeing and development.

Thanks to additional investment from NHS Sussex we were able to increase our delivery during 2022/23 and in doing so, meet more of the demand for our service that has increased exponentially since 2020. Analysis of our delivery over the period 2020 to 2023 shows demand for our work increasing by over 200%. There are no signs of this abating and we expect increasing demand again in 2023/24, particularly with requests for case work support from individual families unable to get help from statutory services.

Whilst we achieved record breaking levels of delivery during the year we did so without all the staff resources we need. Huge credit and thanks must therefore go to our existing team of staff and volunteers for their tireless work, self-sacrifice and dedication to supporting SEND families.

Operational Delivery

	<u>2021/22</u>	<u>2022/23</u>	<u>Growth (+/- %)</u>
Making Sense Guides	2,625	2,565	-2%
Factsheets	10,342	10,819	5%
Training	949	1,414	49%
Benefits Advice Service	-	298	-
Befriending	53	75	41%
Umbrellas Support Group	191	240	26%
Facebook Group	1,046	1,261	21%

Outcomes

Monitoring & evaluation of our delivery, which is carried out through each individual project and via an online annual survey, showed parent-carers achieved the following outcomes from engagement and participation in our service:

- 92% of parent-carers who used our information resources said they had improved knowledge of how and where to find support
- 68% of parents who participated in befriending reported improved resilience and wellbeing
- 63% made new connections with other parent-carers
- 78% of parents who attended training reported improved skills and self confidence
- 89% said they felt better informed on the subject of their training
- 68% of parents who attended our Umbrellas support groups said this helped improve their wellbeing
- 65% of parents said they had improved resilience
- 62% of parents said they felt better supported by other parent-carers
- We supported 298 families in raising £3 million in claims for Carers Allowance, Disability Living Allowance and Personal Independence Payment

Information Resources

Our new extended edition of Making Sense of It All, now including chapters and content on transition to adult life, has proved as popular as the original edition. We have now distributed over 20,000 copies of the book since first publishing it in 2013. Following the release of the latest edition of the book, we used 2022/23 to update and add to our factsheet series and published two new animations – one on DLA myths, another on Reaching Families services. We also worked with NHS Sussex and West Sussex Parent Carer Forum in developing a child friendly animation on the Autism assessment process, to be published in 2023/24.

REACHING FAMILIES LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

Benefits Advice Service

Given the enormous strain of the cost of living crisis on SEND families it was not surprising our new Benefits Advice Service was inundated with requests for support when it launched in March 2022. Within weeks of opening the project was working with a waiting list which has not abated since. We advised and supported 298 families making 430 individual claims for Carers Allowance, DLA and PIP in our first year and helped them raise over £3 million in much needed income – impressive in any year, let alone a service undergoing pilot and development.

Many of the families we worked with were vulnerable and needed significant help with preparing, writing and editing their claims. Such was the demand on the project we increased the hours of our Benefits Advisor and recruited a part-time Benefits Support Worker to help with editing claims - doubling staff hours in the process. We hope to recruit additional staff next year to maximise the support we can provide vulnerable families including with appeals and tribunals.

Befriending

It was a record breaking year for our Face-2-Face project with 75 parents of children undergoing diagnosis matched and supported by one of our volunteer parent befrienders. Thanks to two befriender training courses held during the year our team of volunteers has never been more diverse with befrienders representing children with a wide range of conditions including ADHD, Autism, Cerebral Palsy, Down Syndrome, complex needs and rare conditions. A number of our new befrienders are also bilingual which means the project is now better placed to support parents from minority communities.

We are enormously grateful to our volunteer befrienders for the unique contribution they make to our organisation. Their personal insight and experience is vital to helping new parent-carers take the first steps on their SEND journey.

Training

No service more typifies the growth in our delivery over the last three years than our training programme, which has more than trebled in scale. In 2019/20 we delivered 33 workshops to 426 parents. This year this figure rose to 113 workshops attended by 1,414 parent-carers. Such is the demand for our training workshops they typically sell out within days, sometimes hours of being published. This is particularly true of the workshops we deliver in support of the West Sussex Neurodevelopmental Pathway, which aim to inform and empower parents of children undergoing assessment for ADHD, Autism and other neurodiverse conditions.

Umbrellas Support Groups

Our Umbrellas support groups are vital to our outreach and having a regular presence in communities across West Sussex. We were therefore delighted that in 2022/23 we were able to extend our geographical reach by establishing two new groups in Burgess Hill and Chichester. We intend on starting a group in Shoreham in the Autumn of 2023/24. Participation in Umbrellas continues to grow and during the course of the year 240 parent-carers attended one of our groups. Guest speakers and wellbeing activities helped build and maintain engagement. We are grateful to Carers Support West Sussex, Early Help, Learning and Behaviour Advisory Team, West Sussex SENDIAS, Specialist Nurses Team, West Sussex Portage and others for attending the groups and providing information and advice to parents.

Facebook Group

Our Facebook group remains absolutely vital to reaching new families, helping parents develop networks of peer support and marketing both our own and other SEND services. In effect it is a key gateway to the West Sussex SEND community. Over the course of the year a record 1,261 new members joined our group, more than 3 per day. This brought total membership to over 6,500 making it the largest of its kind in Sussex.

Fundraising

We maintained our recent pattern of increased growth during 2022/23 thanks to an almost 20% increase in unrestricted grants during the year including a new grant of £10,000 from the Metal Recycling Scheme and a two year unrestricted grant of £30,000 from the Garfield Weston Foundation. We are grateful to them and the Bascule Charitable Trust for their multi-year support, to the True Colours Trust for investment in our peer-to-peer work and to the Ernest Kleinwort Charitable Trust and Sussex Community Foundation for their continued support of our growth and development.

REACHING FAMILIES LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

Financial Summary and Review

Total income: £245,543

Expenditure on Charitable Activities: £196,250

Income grew by 5% during 2022/23 as a result of a 20% increase in unrestricted grants and donations. Thanks also to multi-year funding from NHS Sussex and West Sussex County Council agreed during 2021/22, expenditure increased by 30%. This enabled us to invest in new staff and significantly increase delivery on outreach and training whilst additional restricted funding from Awards for All enabled us to increase staffing of our Benefits Advice Service and continue the piloting and development of this project.

Staffing increased from 4.6 to 5.4 full-time members of staff during the year. Most of this increase was in our outreach & training team who in turn managed a significant increase in delivery, including scaling up of our training workshops and the start of new parent support groups in Burgess Hill and Chichester.

Our core grant £60,000 from NHS Sussex and West Sussex County Council for the period 2022-2024 has been extended until April 2025 with a view to agreeing longer-term commissioning and achieving sustainability in the scale, delivery and funding of our core services.

Reserves Policy

Having passed through the economic uncertainty created by the covid pandemic and secured multi-year funding from key charitable and statutory funders the trustees reviewed our reserves policy during the year and agreed to returning to our long standing policy of holding three months in unrestricted reserves.

The unrestricted reserves we hold are calculated on the basis of forecasted expenditure for the following financial year (2023-24: £243,252). This requires us to hold £60,813. By the year end our unrestricted reserves stood at £98,179. The excess in our current level of reserves includes £26,250 of a two year grant from the Garfield Weston Foundation to be carried forward to 2023-24 and 2024-25. In line with our policy the remaining excess of £11,116 is being carried forward as income for 2023-24.

Our reserves are designed to enable us to manage an orderly closing of the charity if necessary or to provide financial contingency in other circumstances, for example, between major grants. The reserves will be used for the following specific purposes:

- Any redundancy payments due to employees
- Support to employees in finding alternative employment
- Terminating service contracts such as office rent and equipment
- Accountancy, audit and other professional costs
- Short term contingency costs between major grants

The majority (£86,638) of our restricted reserves of £95,013 is made up of multi-year funding from NHS Sussex and West Sussex County Council to be used during the period 2023-25.

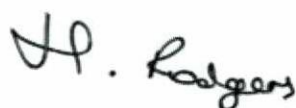
**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023**

Next Steps

As demand for our service continues to grow our challenge in the year ahead will be in securing the funding we need to meet both immediate and longer-term demand. Our priorities for the year ahead are therefore as follows: -

1. Securing funds to invest in and develop the advice and support we can provide individual families
2. Investing further in our Benefits Advice Service in order to maximise the support we can provide vulnerable families including with appeals and tribunals
3. Continue to extend the reach of our Umbrellas support groups by developing new groups in Burgess Hill, Chichester and Shoreham
4. Recruiting an Information Officer to manage the editing of our information resources including a new edition of our parent-carer guide, Making Sense of It All
5. Agreeing longer-term commissioning with NHS and West Sussex County Council to achieve sustainability in the scale, delivery and funding of our core services
6. Diversifying our income to help minimize risk and achieve longer-term sustainability

Signed on behalf of the board on 26.9.23



**Helen Rodgers
Trustee**

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF REACHING FAMILIES LIMITED

I report to the charity trustees on my examination of the accounts of the charitable company for the period ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

TC Group

Mr Mark Cummins FCCA

TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated: 28th September 2023

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
<u>Income from:</u>					
Donations and grants	3	111,066	134,117	245,183	233,601
Charitable activities	4	360	-	360	1,215
Total income		111,426	134,117	245,543	234,816
<u>Expenditure on:</u>					
Charitable activities					
Furtherance of Charity's objectives	5	79,580	116,670	196,250	150,940
Total expenditure		79,580	116,670	196,250	150,940
Net income/(expenditure) for the year/ Net movement in funds		31,846	17,447	49,293	83,876
Fund balances at 1 April 2022		66,333	77,566	143,899	60,023
Fund balances at 31 March 2023		98,179	95,013	193,192	143,899

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006. All income and expenditure derives from continuing activities.

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
BALANCE SHEET**

AS AT 31 MARCH 2023

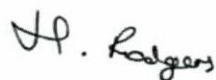
	Notes	31 March 2023		31 March 2022	
		£	£	£	£
Fixed assets					
Tangible assets	10		929		231
Current assets					
Stock	11	747		1,663	
Debtors	12	78,773		131,296	
Cash at bank and in hand		131,101		93,952	
		<u>210,621</u>		<u>226,911</u>	
Creditors: amounts falling due within one year	13	(18,358)		(83,243)	
Net current assets			<u>192,263</u>		<u>143,668</u>
Total assets less current liabilities			<u>193,192</u>		<u>143,899</u>
Income funds					
Restricted funds	15		95,013		77,566
Unrestricted funds			98,179		66,333
			<u>193,192</u>		<u>143,899</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 31 March 2023. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its incoming resources and application of resources, including its income and expenditure, for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 26.9.23



Helen Rodgers – Trustee

Company Registration No. 08261096

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS**

FOR THE YEAR ENDED 31 MARCH 2023

1 Statutory information

The charity is a company limited by guarantee registered in England and Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member. The registered office and other statutory information can be found on the legal and administrative information page of these accounts.

2 Accounting policies

2.1 Basis of preparation

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 (FRS102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Reaching Families Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Reaching Families Limited's ability to continue as a going concern.

2.2 Income

Income is included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy and there is certainty over the receipt of the income. The following specific policies are applied to particular categories of income:

Grants and donations are recognised on an accrual basis, accounted for in relation to the period that they relate.

2.3 Expenditure

Expenditure is recognised on an accruals basis. The charity is not registered for VAT and accordingly expenditure is shown gross of VAT.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees. These costs are included within support costs.

2.4 Tangible fixed assets and depreciation

Any tangible fixed assets under £1,000 cost are written off in the year of purchase.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	3 years straight line
--------------------------------	-----------------------

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2023

3 Income from donations and grants

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
<u>Restricted funds</u>				
Bascule Charitable Trust	-	15,000	15,000	25,000
West Sussex County Council	-	47,638	47,638	25,000
National Lottery CF	-	9,841	9,841	-
National Lottery CF- Peer-to-peer Support	-	39,527	39,527	39,527
The True Colours Trust	-	5,000	5,000	-
WSCC NDP Animations	-	9,000	9,000	-
Sussex Community Foundation	-	7,472	7,472	2,491
Mayor of Cuckfield – Burgess Hill Umbrella's	-	639	639	-
Awards for All	-	-	-	10,000
Wellesley Foundation Book Grant	-	-	-	3,000
Magic Little Grant (Counselling)	-	-	-	500
West Sussex Clinical Commissioning Group	-	-	-	35,000
	-	134,117	134,117	140,518
<u>Unrestricted funds</u>				
West Sussex County Council	-	-	-	15,000
West Sussex Clinical Commissioning Group	-	-	-	62,549
Sussex Community Foundation	5,000	-	5,000	-
Sussex Crisis Fund Grant	-	-	-	10,000
Foyle Foundation	-	-	-	3,000
The Downs Crematorium Brighton	10,000	-	10,000	-
David and Julia Hunter Trust	-	-	-	2,000
WSCC NHS Commissioners	60,000	-	60,000	-
Garfield Weston Foundation	30,000	-	30,000	-
Ernest Kleinwort Charitable Trust	3,000	-	3,000	-
Others	3,066	-	3,066	534
	111,066	-	111,066	93,083
Total	111,066	134,117	245,183	233,601

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Book sales	360	-	360	395
Training income	-	-	-	820
	<u>360</u>	<u>-</u>	<u>360</u>	<u>1,215</u>

5 Expenditure

	Staff costs £	Depreciation £	Other Costs £	Total 2023 £	Total 2022 £
Charitable activities					
Furtherance of Charity's objectives:					
Activities undertaken directly	144,488	-	43,332	187,820	142,090
Support costs	3,753	697	3,980	8,430	8,850
	<u>148,241</u>	<u>697</u>	<u>47,312</u>	<u>196,250</u>	<u>150,940</u>

6 Support costs

	Furtherance of Charity's objectives	
	2023	2022
	£	£
Premises costs	1,296	2,592
Insurance	569	587
Administrative salaries	3,753	3,258
Depreciation	697	674
Governance costs	2,115	1,739
	<u>8,430</u>	<u>8,850</u>

Governance costs relates to independent examiners' fees.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year. No trustee invoiced for services provided (2022: none).

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2023	2022
	Number	Number
Charitable activities	12	8

Employment costs

	2023	2022
	£	£
Wages and salaries	142,692	92,556
Employers National Insurance	2,818	496
Pensions Costs	2,731	1,146
	148,241	94,198

The average number of staff disclosed above all work part time. The average full time equivalent number of staff for the year totalled 5.4 (2022: 4.6).

There were no employees whose annual remuneration was £60,000 or more (2022: none). The Key Personnel of the charity comprised the director and the operations manager whose emoluments totalled £49,097 (2022: £44,114). The increase in emoluments represents an increase in hours worked by key personnel.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

9 Comparative funds – Statement of Financial Activities for the period ended 31 March 2022

		Unrestricted funds £	Restricted funds £	Total 2022 £
<u>Income</u>	Notes			
Donations & grants	3	93,083	140,518	233,601
Charitable activities	4	1,215	-	1,215
Total income		94,298	140,518	234,816
<u>Expenditure</u>				
Charitable activities				
Furtherance of Charity's objectives	5	82,988	67,952	150,940
Total expenditure		82,988	67,952	150,940
Net income/(expenditure) for the year/ Net movement in funds		11,310	72,566	83,876
Fund balances at 1 April 2021		55,023	5,000	60,023
Fund balances at 31 March 2022		66,333	77,566	143,899

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

10 Tangible fixed assets

		Fixtures, fittings & equipment
		£
Cost		
At 1 April 2022		4,043
Additions		1,395
At 31 March 2023		5,438
Depreciation		
At 1 January 2022		3,812
Charge for the period		697
At 31 March 2023		4,509
Net book value		
At 31 March 2023		929
At 31 March 2022		231
11 Stock	31 March 2023 £	31 March 2022 £
Stock of books	747	1,663
12 Debtors	31 March 2023 £	31 March 2022 £
Other debtors	324	324
Trade debtors	77,638	129,727
Prepayments and accrued income	811	1,245
	78,773	131,296
13 Creditors: amounts falling due within one year	31 March 2023 £	31 March 2022 £
Trade creditors	1,183	4,510
Accruals and Other creditors	2,175	1,734
Deferred income	15,000	76,999
	18,358	83,243

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR 31 MARCH 2023

14 Control

The charity is under the control of the board of Trustees.

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2022	Incoming resources	Movement in funds Resources expended	Balance at 31 March 2023
	£	£	£	£
West Sussex County Council	505	-	(505)	-
National Lottery Community Fund - Benefits Adviser Service	-	9,841	(6,561)	3,280
West Sussex Community Foundation Fund	-	7,472	(7,472)	-
2021 Lottery Community Fund - Peer-to-peer Support Service	-	39,527	(39,527)	-
West Sussex County Council - NDP Animations & Resources	-	9,000	-	9,000
West Sussex County Council - Key Working Project (Bhill, Chi & Shoreham Umbrellas)	-	47,638	-	47,638
True Colours Trust - Peer Support	-	5,000	(833)	4,167
Cuckfield Mayors Fund - Burgess Hill Umbrellas	-	639	(182)	457
Bascule Charitable Trust	17,061	15,000	(31,590)	471
West Sussex Clinical Commissioning Group	35,000	-	(17,500)	17,500
2021 WSCC - Outreach, training and delivery	25,000	-	(12,500)	12,500
	<u>77,566</u>	<u>134,117</u>	<u>(116,670)</u>	<u>95,013</u>

Awards for All (National Lottery Community Fund) – towards development of the Benefits Advice Service

Sussex Community Foundation – towards delivery of peer-to-peer support services

West Sussex County Council/NHS Sussex (NDP) – towards the development of animations and information resources for parents of children undergoing diagnosis for ADHD, Autism and other neurodiverse conditions

NHS Sussex (Key Working) – towards development of new umbrellas support groups

True Colours Trust – towards delivery of peer-to-peer support services

Cuckfield Mayors Found – towards development of a new umbrellas support group in Burgess Hill

Bascule Charitable Trust – towards the development of the Benefits Advice Service

NHS Sussex – towards the delivery of outreach, training and peer support

West Sussex County Council – towards the delivery of outreach, training and peer support

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

16 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2023 £
Fund balances at 31 March 2023 are represented by:			
Tangible fixed assets	929	-	929
Current assets	115,608	95,013	210,621
Creditors: amounts falling due within one year	(18,358)	-	(18,358)
	<u>98,179</u>	<u>95,013</u>	<u>193,192</u>

17 Analysis of net assets between funds - comparative

	Unrestricted funds £	Restricted funds £	Total 2022 £
Fund balances at 31 March 2022 are represented by:			
Tangible fixed assets	231	-	231
Current assets	149,345	77,566	226,911
Creditors: amounts falling due within one year	(83,243)	-	(83,243)
	<u>66,333</u>	<u>77,566</u>	<u>143,899</u>

REACHING FAMILIES LIMITED

England & Wales - Charity number 1150906

Accounts

Charity Registration No. 1150906

Company Registration No. 08261096 (England and Wales)

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Helen Rodgers Chris Jay John Corr Charlotte Linington Justin Sainsbury Luke Davis (resigned 1 April 2021)
Charity number	1150906
Company number	08261096
Registered office	Unit 16 Oaklands Business Centre 64-68 Elm Grove Worthing West Sussex BN11 5LH
Independent examiner	Mark Cummins FCCA FCIE TC Group The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
Bankers	Lloyds TSB Bank PLC South Street Worthing West Sussex BN11 3AU

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
CONTENTS**

	Page
Trustees' report	1 – 5
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 - 16

REACHING FAMILIES LIMITED

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The trustees are delighted to present our annual report for the period April 2021 to March 2022.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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).

Structure, Governance & Management

In 2013 Reaching Families changed from being an unincorporated charity (The Parent & Family Care Foundation) and became Reaching Families, a charitable company limited by guarantee governed by Memorandum and Articles of Association. The new organisation was registered with Companies House on the 15th February 2013 and registered with the Charity Commission on the 20th February 2013. The trustees who are also the directors of the company who served during 2021/22 were as follows: -

Helen Rodgers (Chair)
Chris Jay (Vice Chair)
John Corr
Charlotte Linington
Justin Sainsbury
Luke Davis (resigned 1 April 2021)

Trustees are recruited based on their skill, knowledge and experience of working in our field and/or their experience of charity management and governance. It is the policy of the trustees to maximise representation of parent-carers on our board wherever possible.

The trustees meet as a minimum on a bi-monthly basis to discuss matters relating to strategy, operational management, policy, administration and fundraising. Day-to-day management of the charity is delegated to a part-time Director and a part-time Operations Manager who are responsible for delivery of our services, staff management, fundraising, financial management, business planning and external relations.

Public Benefit

The trustees have had due regard to the charity commission guidance on public benefit in deciding what activities it carries out.

Principal Risks & Uncertainties

Trustees and staff carry out regular risk assessments that affect both the operational delivery of our work and the longer term sustainability of our service delivery. The principal risk to the organisation's ongoing viability is funding. From our inception the charity has pursued a policy of spreading financial risk by developing a diverse financial model that leverages funding from a wide variety of sources including the national lottery, charitable trusts and foundations, community fundraising, earned income and grant aid from West Sussex Clinical Commissioning Groups and West Sussex County Council.

Remuneration Policy

All of our staff work part time and are therefore paid on a pro-rata basis. Their salaries are based on market rates and reviewed annually.

Objectives & Activities

The charity's objects are (i) to relieve the needs of disabled people, particularly, but not exclusively, children, young people, their parents, carers and families (ii) to further any other such purposes deemed charitable by the law of England and Wales as the trustees shall from time to time decide. These objects are captured more succinctly in our mission statement: "to empower, inform and support parents and families of children and young people with special educational needs and disabilities in West Sussex."

REACHING FAMILIES LIMITED (LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Review of the Year

As we leave behind what we hope is the worst of the covid pandemic and reflect on its impact, it is fair to say it has had a seismic effect on Reaching Families.

The huge increase in demand for our service we experienced during the first year of the covid pandemic continued in 2021/22. For the first time we had to work with waiting lists, training workshops booked within hours of publishing dates and a new demand for short term casework support from parent-carers struggling with multiple challenges.

Thanks to additional investment from West Sussex Clinical Commissioning Groups and West Sussex County Council we added to our staff team and increased our capacity to deliver outreach, training and befriending. However, such is the scale of demand, complicated by covid and the emerging cost of living crisis, we are still short of the necessary resources to do justice to the needs of parents and families.

2021/22 was also notable in our publishing a new and extended edition of our parent-carer guide, Making Sense of It All, recruiting and training a new team of volunteer befrienders, reaching a landmark of 5,000 Facebook members and starting work on a new benefits advice service, the timing of which could not be more pressing.

	<u>2020/21</u>	<u>2021/22</u>	<u>Growth (+/- %)</u>
Unique Web Visitors	27,015	30,130	11%
Making Sense Guides	2,666	2,625	-1%
Factsheets	10,672	10,342	-3%
Training	479	949	98%
Befriending	41	54	32%
Counselling	42	43	2%
Umbrellas Support Group	129	191	48%
Facebook Group	949	1,046	10%

Outcomes

Monitoring & evaluation of our delivery, which is carried out through each individual project and via an online annual survey, showed parent-carers achieved the following outcomes from engagement and participation in our service: -

- 90% of parent-carers reported improved knowledge of how to access support for their child
- 80% reported feeling more confident and resilient in overcoming difficulties
- 78% reported improved skills and self confidence
- 70% reported improved wellbeing
- 64% reported improved networks of peer support
- 61% reported reduced social isolation

Parent Carer Guide

The Covid pandemic had such a disruptive effect on local services that our original plan to publish a new and extended edition of our parent-carer guide, Making Sense of It All, in 2020 was delayed in order to give a clearer picture of what support is available to SEND families in West Sussex.

The new edition, published in January 2022, combines content from our transition guide, Making Sense of Adult Life (now discontinued). The book now runs to 400 pages and covers issues from birth to adulthood, making it essential reading for parent-carers at whatever stage of their child or young person's development. As with previous editions the guide remains hugely popular with parent-carers both in paperback and eBook format.

Training

Our hugely popular online training programme experienced an enormous surge in demand over the course of 2021/22. It led to further investment from West Sussex CCGs and West Sussex County Council which enabled us to recruit more staff to our outreach & training team and increase our workshop delivery - and the number of parents we supported - by almost 100%.

REACHING FAMILIES LIMITED (LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

We also began delivering in-person training again, concentrating on subjects where parents gain from face to face contact with other parents. This was particularly true of our Making Sense of It All foundation course, designed to support parent-carers at the beginning of their journey, not only in understanding the complex world of SEND, but in building connections and networks of peer support. Meanwhile, our online evening course, Making Sense of Wellbeing, first introduced in 2020, continued to be popular with parents wanting to learn strategies and mindfulness techniques to cope with the demands of being a carer.

Befriending & Counselling

Our Face-to-Face befriending service underwent a number of adaptations during the covid pandemic including offering telephone befriending and extending availability to parents struggling with the emotional effects of lockdown.

We have continued offering telephone engagement but from the Autumn of 2021 refocussed on the project's original aims – supporting parents of children undergoing (or recently undergone) diagnosis. We also trained a new team of volunteer befrienders and by the year end had a record number of 21 volunteers supporting a record number of parent-carers.

Our counselling provision introduced at the beginning of the pandemic was designed as a short-term project for parents struggling with the emotional impact of lockdown. Over the course of two years we supported 85 parents via telephone counselling. Owing to a lack of dedicated ongoing funding the project closed at the end of the financial year.

Support Groups

Our online Umbrellas support group proved to be one of the most popular services available to parent-carers during the Covid pandemic, so much so, we were happy to continue the group after social restrictions had been lifted.

We also began rebuilding our in-person groups in Billingshurst, Littlehampton and Worthing. We expected this to be a stop start process owing to Covid but were fortunate that all but one of our intended sessions were able to go ahead.

As the pandemic has been such a challenging experience for parent-carers we introduced a number of activities at Umbrellas to boost wellbeing including small outdoor summer meet-ups, guest speakers, head & shoulder massages and a very welcome Christmas buffet.

Despite all the challenges with social restrictions and uncertainty over the course of the pandemic, attendance at our Umbrellas groups during the year was at a record high.

Benefits Advice Service

In October 2021 we were approached by the Bascule Charitable Trust to develop a new benefits advice service for families applying for Carers Allowance, Disability Living Allowance and Personal Independence Payment. It is a rare experience to be proactively approached by a funder in this way and whilst we had always wanted to do more on benefits, this wonderful opportunity took us all by surprise.

In January 2022 we recruited Rebecca Golby as our new benefits advisor. Rebecca is a parent-carer and has over 16 years experience as a SEND advisor with Connexions and Camden Council. She began giving advice and support with editing applications to parents in March 2022.

The timing of the new service could not be better particularly bearing in mind what we learned of the impact of covid on family finances and the effects of the cost of living crisis. Within weeks of Rebecca giving advice to parents it was clear demand for this service is going to be very high.

Facebook

Our Facebook group reached a huge milestone in 2021/22 when we approved our 5,000th new member, making it one of the largest online parent-carer groups in the country. Interest in the group surged during the pandemic and this year alone we approved more than 1,000 new members.

Managing a group of this size has proved logistically challenging – we monitor over 350 posts and around 2,500 comments per month – but its value in connecting parents, helping them seek peer advice and share information cannot be overstated. It's also an invaluable resource for us in sharing news on our services and other providers, both local and national.

REACHING FAMILIES LIMITED (LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Fundraising

Increased demand for our service during 2021/22 helped drive our fundraising and resulted in another record making year with £224,816 raised from all sources. This included increased investment of £37,549 from West Sussex CCGs and West Sussex County Council and an unexpected proactive grant of £25,000 from the Bascule Charitable Trust to begin work on a new benefits advice service, the timing of which could not be more important. We were also grateful for new grants from the Foyle Foundation and the David & Julia Hunter Charitable Trust. Meanwhile, we were fortunate to enjoy increased support from Sussex Community Foundation who have done so much over so many years to help develop and sustain our service. Our thanks too to the National Lottery Community Fund and the Wellesley Charitable Trust for supporting the editing, design and printing of the new extended edition of our parent-carer handbook.

Financial Summary and Review

Total income: £234,816

Expenditure on Charitable Activities: £150,940

Our capacity to meet a significant increase in demand during 2021/22 was partly met by increased investment of £37,549 from West Sussex Clinical Commissioning Groups and West Sussex County Council. This, along with £25,000 in funding from Bascule Charitable Trust, enabled us to increase our staff capacity from 2.8 FTE staff to 4.6 and in turn, increase the scale of our outreach, training delivery and befriending service whilst developing a new benefits advice service. As a result our expenditure on charitable activities passed £150,000 for the first time.

Further restricted funding totalling £60,000 from West Sussex CCGs and West Sussex County Council for the period 2022-2024 was received at the very end of the financial year. These funds to increase the capacity of our outreach, training and peer support will be evenly spent over the course of the next two years.

Reserves Policy

In light of the Covid pandemic in 2020 the trustees reviewed our reserves policy and decided that in order to provide greater contingency against the economic fallout from the pandemic it would be prudent to increase our level of unrestricted reserves from the equivalent of three to four months running costs (based on forecasted expenditure for the next financial year). Whilst the worst of the pandemic appears over the cost of living crisis and widely predicted economic recession reinforces the need to maintain reserves at a higher level.

By the year end our unrestricted free reserves stood at £66,333. The reserves are designed to enable us to manage an orderly closing of the charity if necessary or to provide financial contingency in other circumstances, for example, between major grants. The reserves will be used for the following specific purposes: -

- Any redundancy payments due to employees
- Support to employees in finding alternative employment
- Terminating service contracts such as office rent and equipment
- Accountancy, audit and other professional costs
- Short term contingency costs between major grants
- Mitigating short term funding cuts created by Covid-19

Our restricted reserves of £77,566 include £60,000 from West Sussex CCGs and West Sussex County Council to be used towards the delivery of outreach, training and peer support over the period 2022-2024 and £17,061 from Bascule Charitable Trust for the development of our new benefits service which will be carried forward to 2022/23.

Next Steps

The continuing impact of the Covid pandemic on SEND families and the seismic impact anticipated by the cost of living crisis was borne out by our monitoring & evaluation during the year. All the data, feedback and information we gathered from parents has made clear our priorities for 2022/23 must be as follows: -

1. Managing our growth to ensure we can meet increasing demand for our services
2. Continuing to focus on the emotional wellbeing of parent-carers and their recovery from the Covid pandemic
3. Raising further funds to invest in our benefits advice service and ensure we can optimise the number of families we support
4. Extending accessibility and support to harder to reach members of the SEND community

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)**

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The trustees and staff, in consultation with parents, funders and other partners, will also begin the process of working on our next three year business plan for the period 2023-2026, which in light of the above crises, will almost certainly require our organisation to prioritise the financial and emotional wellbeing of parent-carers and families of children with SEND whilst striving to achieve greater scale, reach and breadth of delivery across West Sussex.

Signed on behalf of the board on

A handwritten signature in black ink, appearing to read 'H. Rodgers'.

Helen Rodgers
Trustee

Date: 6 September 2022

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF REACHING FAMILIES LIMITED

I report to the charity trustees on my examination of the accounts of the charitable company for the period ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



Mr Mark Cummins FCCA

TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated: 9 September 2022

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<u>Income from:</u>					
Donations and grants	3	93,083	140,518	233,601	127,194
Charitable activities	4	1,215	-	1,215	2,508
Total income		94,298	140,518	234,816	129,702
<u>Expenditure on:</u>					
Charitable activities					
Furtherance of Charity's objectives	5	82,988	67,952	150,940	121,997
Total expenditure		82,988	67,952	150,940	121,997
Net income/(expenditure) for the year/					
Net movement in funds		11,310	72,566	83,876	7,705
Fund balances at 1 April 2021		55,023	5,000	60,023	52,318
Fund balances at 31 March 2022		66,333	77,566	143,899	60,023

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006. All income and expenditure derives from continuing activities.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
BALANCE SHEET

AS AT 31 MARCH 2022

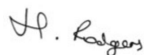
	Notes	31 March 2022 £	£	31 March 2021 £	£
Fixed assets					
Tangible assets	10		231		905
Current assets					
Stock	11	1,663		444	
Debtors	12	131,296		84,890	
Cash at bank and in hand		93,952		75,811	
		<u>226,911</u>		<u>161,145</u>	
Creditors: amounts falling due within one year	13	<u>(83,243)</u>		<u>(102,027)</u>	
Net current assets			<u>143,668</u>		<u>59,118</u>
Total assets less current liabilities			<u>143,899</u>		<u>60,023</u>
Income funds					
Restricted funds	15		77,566		5,000
Unrestricted funds			66,333		55,023
			<u>143,899</u>		<u>60,023</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 31 March 2022. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its incoming resources and application of resources, including its income and expenditure, for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 6 September 2022.



Helen Rodgers – Trustee

Company Registration No. 08261096

REACHING FAMILIES LIMITED

(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Statutory information

The charity is a company limited by guarantee registered in England and Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member. The registered office and other statutory information can be found on the legal and administrative information page of these accounts.

2 Accounting policies

2.1 Basis of preparation

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 (FRS102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Reaching Families Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Reaching Families Limited's ability to continue as a going concern.

2.2 Income

Income is included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy and there is certainty over the receipt of the income. The following specific policies are applied to particular categories of income:

Grants and donations are recognised on an accrual basis, accounted for in relation to the period that they relate.

2.3 Expenditure

Expenditure is recognised on an accruals basis. The charity is not registered for VAT and accordingly expenditure is shown gross of VAT.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees. These costs are included within support costs.

2.4 Tangible fixed assets and depreciation

Any tangible fixed assets under £1,000 cost are written off in the year of purchase.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	3 years straight line
--------------------------------	-----------------------

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

3 Income from donations and grants

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<u>Restricted funds</u>				
West Sussex Clinical Commissioning Group	-	35,000	35,000	3,438
West Sussex County Council	-	25,000	25,000	5,000
National Lottery CF- Covid-19 response	-	-	-	9,910
National Lottery CF- Peer-to-peer Support	-	39,527	39,527	37,352
Ernest Kleinwort – COVID factsheet series	-	-	-	2,500
Sussex Community Foundation	-	2,491	2,491	5,000
Awards for All	-	10,000	10,000	-
Wellesley Foundation Book Grant	-	3,000	3,000	-
Magic Little Grant (Counselling)	-	500	500	-
Basculer Charitable Trust	-	25,000	25,000	-
	-	140,518	140,518	63,200
<u>Unrestricted funds</u>				
West Sussex County Council	15,000	-	15,000	10,000
West Sussex Clinical Commissioning Group	62,549	-	62,549	30,000
Sussex Community Foundation	-	-	-	5,000
Sussex Crisis Fund Grant	10,000	-	10,000	-
Foyle Foundation	3,000	-	3,000	-
Henry Smith Charity	-	-	-	9,980
David and Julia Hunter Trust	2,000	-	2,000	5,000
Others	534	-	534	4,014
	93,083	-	93,083	63,994
Total	93,083	140,518	233,601	127,194

4 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Book sales	395	-	395	63
Training income	820	-	820	2,445
	1,215	-	1,215	2,508

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

5 Expenditure

	Staff costs £	Depreciation £	Other Costs £	Total 2022 £	Total 2021 £
Charitable activities					
Furtherance of Charity's objectives:					
Activities undertaken directly	90,940	-	51,150	142,090	113,158
Support costs	3,258	674	4,918	8,850	8,839
	94,198	674	56,068	150,940	121,997

6 Support costs

	Furtherance of Charity's objectives	
	2022	2021
	£	£
Premises costs	2,592	2,592
Insurance	587	567
Finance costs	-	536
Administrative salaries	3,258	2,936
Depreciation	674	706
Governance costs	1,739	1,502
	8,850	8,839

Governance costs relates to independent examiners' fees.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year. No trustee invoiced for services provided (2021: none).

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2022	2021
	Number	Number
Charitable activities	8	6

Employment costs

	2022	2021
	£	£
Wages and salaries	92,556	74,961
Employers National Insurance	496	3,749
Pensions Costs	1,146	771
	94,198	79,481

The average number of staff disclosed above all work part time. The average full time equivalent number of staff for the year totalled 4.6 (2021: 2.8).

There were no employees whose annual remuneration was £60,000 or more (2021: none). The Key Personnel of the charity comprised the director and the operations manager whose emoluments totalled £44,114 (2021: £40,566). The increase in emoluments represents an increase in hours worked by key personnel.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

9 Comparative funds – Statement of Financial Activities for the period ended 31 March 2021

		Unrestricted funds £	Restricted funds £	Total 2021 £
	Notes			
<u>Income</u>				
Donations & grants	3	63,994	63,200	127,194
Charitable activities	4	2,508	-	2,508
Total income		66,502	63,200	129,702
<u>Expenditure</u>				
Charitable activities				
Furtherance of Charity's objectives	5	60,880	61,117	121,997
Total expenditure		60,880	61,117	121,997
Net income/(expenditure) for the year/ Net movement in funds		5,622	2,083	7,705
Fund balances at 1 April 2020		49,401	2,917	52,318
Fund balances at 31 March 2021		55,023	5,000	60,023

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Tangible fixed assets

		Fixtures, fittings & equipment
		£
Cost		
At 1 April 2021		4,043
Additions		-
At 31 March 2022		4,043
Depreciation		
At 1 January 2021		3,138
Charge for the period		674
At 31 March 2022		3,812
Net book value		
At 31 March 2022		231
At 31 March 2021		905
11 Stock	31 March 2022 £	31 March 2021 £
Stock of books	1,663	444
12 Debtors	31 March 2022 £	31 March 2021 £
Other debtors	324	324
Trade debtors	129,727	84,054
Prepayments and accrued income	1,245	512
	131,296	84,890
13 Creditors: amounts falling due within one year	31 March 2022 £	31 March 2021 £
Trade creditors	4,510	8,799
Accruals and Other creditors	1,734	1,174
Deferred income	76,999	92,054
	83,243	102,027

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR 31 MARCH 2022

14 Control

The charity is under the control of the board of Trustees.

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			
	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 31 March 2022
	£	£	£	£
West Sussex County Council	5,000	500	(4,995)	505
Sussex Community Foundation	-	2,491	(2,491)	-
Awards for All	-	10,000	(10,000)	-
Lottery Community Fund - Peer-to-peer Support Service	-	39,527	(39,527)	-
Wellesley Foundation Book Grant	-	3,000	(3,000)	-
Bascule Charitable Trust	-	25,000	(7,939)	17,061
West Sussex Clinical Commissioning Group	-	35,000	-	35,000
2021 WSCC - Outreach, training and delivery	-	25,000	-	25,000
	<u>5,000</u>	<u>140,518</u>	<u>(67,952)</u>	<u>77,566</u>

West Sussex County Council: emergency telephone counselling for parent-carers.

Sussex Community Foundation - Grant funding of £2,491 was awarded for business planning.

National Lottery Community Fund (Awards for all): towards editing and publishing of parent-carer handbook.

The remaining £39,527 is part of a grant of £116,406 which was awarded in the current by the National Lottery Community Fund towards our information and training delivery over the period 2020 - 2023.

Wellesley Charitable Foundation: towards the printing of parent-carer handbook.

Bascule Charitable Trust: towards the development of a benefits advice service for parent-carers.

West Sussex Clinical Commissioning Groups: outreach, training and peer support for parent carers.

National Lottery Community Fund (Reaching Communities): delivery of a peer-to-peer support service for parent-carers.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

16 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total 2022
	£	£	£
Fund balances at 31 March 2022 are represented by:			
Tangible fixed assets	231	-	231
Current assets	149,345	77,566	226,911
Creditors: amounts falling due within one year	(83,243)	-	(83,243)
	66,333	77,566	143,899

17 Analysis of net assets between funds - comparative

	Unrestricted funds	Restricted funds	Total 2021
	£	£	£
Fund balances at 31 March 2021 are represented by:			
Tangible fixed assets	905	-	905
Current assets	156,145	5,000	161,145
Creditors: amounts falling due within one year	(102,027)	-	(102,027)
	55,023	5,000	60,023

REACHING FAMILIES LIMITED

England & Wales - Charity number 1150906

Accounts

Charity Registration No. 1150906

Company Registration No. 08261096 (England and Wales)

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Helen Rodgers Chris Jay John Corr Charlotte Linington Emma Steele (resigned 15/03/21) Justin Sainsbury (appointed 19/01/21) Luke Davies (appointed 17/11/20 and resigned 19/4/21)
Charity number	1150906
Company number	08261096
Registered office	Unit 16 Oaklands Business Centre 64-68 Elm Grove Worthing West Sussex BN11 5LH
Independent examiner	Mark Cummins FCCA FCIE TC Group The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
Bankers	Lloyds TSB Bank PLC South Street Worthing West Sussex BN11 3AU

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
CONTENTS**

	Page
Trustees' report	1 – 10
Independent examiner's report	11
Statement of financial activities	12
Balance sheet	13
Notes to the accounts	14-21

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT**

FOR THE YEAR ENDED 31 MARCH 2021

The trustees are delighted to present our annual report for the period April 2020 to March 2021.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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).

Structure, Governance & Management

In 2013 Reaching Families changed from being an unincorporated charity (The Parent & Family Care Foundation) and became Reaching Families, a charitable company limited by guarantee governed by Memorandum and Articles of Association. The new organisation was registered with Companies House on the 15th February 2013 and registered with the Charity Commission on the 20th February 2013. The trustees who are also the directors of the company who served during 2020/21 were as follows: -

Helen Rodgers
Chris Jay
John Corr
Charlotte Linington
Emma Steele (resigned 15/03/21)
Justin Sainsbury (joined 19/01/21)
Luke Davies (joined 17/11/20, resigned April 2021)

Trustees are recruited based on their skill, knowledge and experience of working in our field and/or their experience of charity management and governance. It is the policy of the trustees to maximise representation of parent-carers on our board wherever possible.

The trustees meet as a minimum on a bi-monthly basis to discuss matters relating to strategy, operational management, policy, administration and fundraising. Day-to-day management of the charity is delegated to a part-time project manager and a part-time operations manager who are responsible for a part-time volunteer co-ordinator, 2 part-time outreach co-ordinators, a part-time administrator, plus external personnel.

Public Benefit

The trustees have had due regard to the charity commission guidance on public benefit in deciding what activities it carries out.

Principal Risks & Uncertainties

Trustees and staff carry out regular risk assessments that affect both the operational delivery of our work and the longer term sustainability of our service delivery. The principal risk to the organisation's ongoing viability is funding. From our inception the charity has pursued a policy of spreading financial risk by developing a diverse financial model that leverages funding from a wide variety of sources including the lottery, charitable trusts and foundations, community fundraising, earned income and grant aid from West Sussex County Council.

Remuneration Policy

All staff, including our project manager, work part time and are therefore paid on a pro-rata basis. Their salaries are based on market rates and reviewed annually.

Objectives & Activities

The charity's objects are (i) to relieve the needs of disabled people, particularly, but not exclusively, children, young people, their parents, carers and families (ii) to further any other such purposes deemed charitable by the law of England and Wales as the trustees shall from time to time decide. These objects are captured more succinctly in our mission statement: "to empower, inform and support parents and families of children and young people with special educational needs and disabilities in West Sussex."

Impact of Covid-19

Our year started in the midst of the covid pandemic and a national lockdown that presented major challenges to organisations like ours in terms of offering support to families. However, our organisation was quick to adapt to meet the needs of parents and families in a radically altered environment.

On the eve of the new financial year we published our "Stay Connected" strategy for delivering services during the pandemic. The new programme included the following elements: -

- Providing information on Covid via regular FAQs published on our website and via a new series of factsheets and animations on Covid & SEND
- Delivering live chats, training workshops and training videos via Facebook and Zoom
- Providing emergency telephone counselling for parents struggling with their emotional wellbeing as a result of the pandemic
- Continuing to deliver our befriending service using telephone and Zoom
- Delivery of a weekly Umbrellas support group via Zoom
- Using Facebook to share information and resources and enable parents to stay connected

With no prior experience of virtual or remote delivery we could not predict in how parents would receive our programme of services, particularly in such extraordinary circumstances. However, within weeks we were experiencing record attendance and participation and by the Autumn there were waiting lists on all workshops. As the table below shows the level of engagement across all services was historically high: -

	<u>2019/20 *</u>	<u>2020/21</u>	<u>Growth (+/- %)</u>
Unique Web Visitors	14,532	27,015	86%
Making Sense Guides	2,602	2,666	2%
Factsheets	6,945	10,672	54%
Covid Animations	-	55,000	-
Training	405	479	18%
Mindfulness & Counselling	-	97	-
Face-2-Face Befriending	22	41	86%
Umbrellas Support Group	117	129	10%
Facebook Group	715	949	33%

*Figures for 2019/20 are based on a 12 month average as the annual accounts for that period were 15 months in duration owing to moving to a new financial year (April to March)

Outcomes

Despite the potential barriers regarding participation and engagement, our programme of services during the pandemic were incredibly successful and achieved what we had intended:-

- Helping parent-carers stay connected
- Keeping them informed on Covid and SEND issues
- Maintaining user-friendly access to our services, and most importantly
- Supporting parent's resilience and emotional wellbeing

The data captured below, demonstrates the degree to which these outcomes have been achieved:-

- I have improved knowledge of how to access support for my child – (83%)
- Our children have accessed new services as a result of our using Reaching Families services (38%)
- I have improved skills and self confidence in supporting my child as a result of attending training (88%)
- I have improved support from other parent-carers (60%)
- I feel less isolated as a result of the support I get from other parent-carers (63%)
- I feel more confident and resilient in overcoming difficulties as a result of the peer support I have received (64%)
- I feel have improved emotional wellbeing as a result of peer support I have received (61%)
- The early support I receive from befriending has helped me in my role as a carer (95%)
- I value that Reaching Families is led by parent-carers (87%)
- Reaching Families has helped me become less reliant on local public services (for example, social services) (17%)

Operational Delivery

Making Sense Guides

The huge surge in visitors to our website during 2020 had a significant impact on the use of our information resources, particularly our factsheets and *Making Sense* parent guides. We chose to pause on publishing a new edition of *Making Sense of Adult Life* in 2020 due to the inevitable upheaval to health, education, social care and the voluntary sector caused by the pandemic. This did not diminish access to our guides which were downloaded in vast numbers in e-book format. Given our limited capacity to distribute hard copies of the book, this format proved a fortunate alternative.

Covid FAQs & Factsheets

Our Covid FAQs, which we launched on the 20th March 2020 and shared with other partners ensured we could immediately help parents navigate the deluge of information on covid. We also published a series of factsheets on Covid and SEND covering subjects like anxiety, behaviour, benefit changes, changes in education, home learning, survival strategies and returning to school. By the end of the year 2,166 copies of our Covid factsheets had been downloaded from our website whilst overall 10,672 copies of our wider library of factsheets were downloaded, 54% higher than in the previous year.

Animations & Training Videos

Thanks to part funding from WSCC we published a short series of animations designed for parents when talking to their children about Covid. They covered issues like understanding Covid and the "new normal", returning to school, supporting siblings and practising mindfulness. They proved an extraordinarily popular resource with parents, children and schools and have been viewed over 55,000 times on our website, on Facebook and on YouTube.

In addition to our animations we recorded several training videos to accompany live sessions delivered on Facebook. These provided both a reference for parents who attended these sessions and a resource for those unable to attend. Over the course of the year they were viewed 3,270 times.

Both animations and videos have proved educational in terms of visual learning and/or presenting information in a more accessible format. We will therefore be exploring other ways we can use visual and digital media to help inform children, parents and families on SEND issues.

Counselling, Mindfulness & Wellbeing

“The Making Sense of Wellbeing course was excellent. I particularly liked the mindfulness sessions as they provided me a time a time to de-stress, reset and refocus.”

In April 2020 we had planned to launch a new group counselling project based in Bognor Regis and Crawley. Social distancing made this untenable. Instead we approached the issue of mental health & wellbeing through a combination of 1-2-1 counselling, mindfulness sessions and training. Given the emotional and psychological impact of the pandemic it was vital we offered a range of support in order to build and maintain parent's emotional wellbeing as much as possible.

Thanks to a grant of £5,000 from the Sussex Community Foundation Covid Crisis Fund we were able to provide emergency 1-2-1 telephone counselling to parents who were struggling with lockdown. The project was delivered on a subsidised basis in partnership with a local counselling practice, Lanes Counselling.

We also began running mindfulness sessions on zoom. They proved so popular we incorporated mindfulness as a regular feature of a new course called *Making Sense of Wellbeing*, which addressed the issues we intended on covering in group counselling, albeit with a different approach. Such was the popularity of the course we intend continuing it in place of group counselling even after social distancing measures have been lifted. We will also continue to offer 1-2-1 telephone counselling to parents struggling with the effects of the pandemic.

“I accessed the 1-2-1 counselling after a mental health crisis. It was quick and easy which was the key thing. It really cannot be understated just how much it helped me and therefore, my children.”

Training

“I love that the training is now online. I couldn't access before when it was in person due to my own disabilities, but the move online has made it more inclusive.”

Of all our projects and services none is more suited to online delivery than training. Not only did parents quickly adapt to this method of delivery, it also widened access to training for parents who have issues with childcare, free time or transport. Over the course of the year we delivered 24 one-off workshops and six Making Sense courses (36 sessions) to 479 parents, an increase of almost 20% on 2019. By the second half of the year all our workshops had waiting lists.

Our training programme was enhanced this year by the introduction of two new courses – *Making Sense of It All*, a foundation course on all things SEND for new parent-carers and *Making Sense of Wellbeing*, which we introduced in lieu of our proposed group counselling project. As previously stated, the training based approach to mental health & wellbeing has proved so popular our intention is to maintain this format and forgo establishing a group counselling project.

We adapted our training during the pandemic to reflect the challenges of the times and delivered a number of workshops and live Facebook chats focussed on challenges resulting from the pandemic, for example, food issues, home learning, returning to school, survival strategies and supporting siblings. Other training content was also adapted to reflect the impact of Covid.

"I found the Making Sense of It All foundation course really empowering. It was also reassuring to be in the company of people who speak the same language. It helped to normalise my experiences."

Umbrellas

"The Umbrellas group has been a real lifeline for me. It is amazing to have met other parents during lockdown virtually and be able to talk about things I couldn't with close friends as I was scared they wouldn't 'get it'."

The onset of the first lockdown meant immediate suspension of our three support groups in Billingshurst, Littlehampton and Worthing. In their place we set up a weekly support group that has met via zoom since April 2020. It has proved one of the most popular local services for parents during the pandemic.

Whilst there is no like for like replacement for the live engagement of a support group our online Umbrellas has helped parents stay connected, and despite obvious drawbacks, grew in membership from 2019. We are particularly pleased at the number of new parents who joined the group and the increased accessibility online delivery has given them. Many parents who could not make one of our live groups are now regular attendees of the online sessions. With that accessibility in mind we intend maintaining an online version of Umbrellas long after social restrictions have been lifted.

"Without this group I would be very lost. My emotional wellbeing has definitely got stronger."

Face-2-Face

"The befriending service has really helped me keep on track, as you feel you have found your tribe who understand and get it."

At the beginning of the pandemic we feared our youngest service, Face-2-Face, may become victim to social distancing and the increased pressure the lockdown was placing on our team of volunteer befrienders, all of whom are themselves parent-carers. Their dedication to the project has been one of the most humbling features of the past year.

One benefit of the change to telephone befriending was our capacity to match befrienders with parents regardless of geography, which in turn made it quicker to provide support. This helped increase the number of parents we could support by over 80%. Although we are keen to return to in person delivery we will maintain a telephone befriending offer in the longer term to ensure parents can still access the service. In the following year we aim to train a new team of befrienders which will increase the capacity of the project and its geographical reach for those befrienders and parents who can and want to meet locally.

"My befriender has definitely made me feel more knowledgeable and confident. I joined my first Umbrellas group last night and have been on a few of the workshops being run so I feel that is good support for me going forward."

Facebook

"The Facebook group allows me to read other situations and learn from their stories. A feeling of being supported and not being alone."

The value of Facebook to our work over the course of the pandemic cannot be overstated. It has been a vital means of sharing information, news and resources and more vital still in helping parents reach out, share stories, seek peer advice and support. Not surprisingly membership of the group rocketed during the year (33% higher than 2019) reaching over 4,000, making it the largest online support group in Sussex.

In 2020 we also launched a separate news page designed to share updates on our projects and services. By the end of the year the page had over 1,250 followers. Analysis of likes as well as membership of the two respective pages show we are now reaching an online audience of almost 5,000 parent-carers.

“This group has made me see we are not the only family to deal with difficulties, such a great source of support and encouragement.”

Campaigning

Such was the impact of the pandemic on the SEND community Reaching Families engaged for the first time in campaigning and raising awareness of the challenges experienced by our families.

In early April 2020 our Director wrote an article for the Guardian on the impact of covid on families, pressing the case for meaningful government investment and support. In April we also ran a community survey on the effects of Covid on our families and shared the subsequent report with West Sussex County Council, West Sussex MPs, the Department of Education and national campaigning charities.

We were later asked to write an article on the impact of the Covid pandemic with the Disabled Children's Partnership for the respected Tizard Learning Disability Review. We also worked with Amaze in promoting local campaigns on issues like exercise passes for children with SEND and priority access to supermarkets for parent-carers.

“No one does more for parent-carers in West Sussex.”

Fundraising

Despite the pandemic 2020/21 was a record year in fundraising from all sources, in particular statutory funding which increased from £19,000 in 2019/20 to £48,438 in 2020/21. We were also fortunate to secure a number of grants for covid related purposes including £9,910 from Awards for All towards training delivery, £5,000 from the Sussex Crisis Fund to deliver emergency telephone counselling and £2,500 from Ernest Kleinwort Charitable Trust to write a series of factsheets on Covid and SEND. 2020/21 also marked the first year of a new three year grant from the National Lottery Community Fund (Reaching Communities) towards developing peer support networks and early intervention to families of children undergoing diagnosis.

Financial Summary and Review

Total income: £129,702

Expenditure on Charitable Activities: £121,997

Our plans to meet increased demand for our service were met during the year by a 38% increase in income from 2019/20. A significant portion of this was met by increased statutory funding from West Sussex County Council and West Sussex Clinical Commissioning Groups (£48,438) which became our largest funders this year. Whilst expenditure was lower than originally forecasted this was owing to a significant decrease in costs rendered non permissible by the pandemic, for example, book printing, room hire, staff travel, trainer costs, etc. Investment in staffing was at a record high (2.8 FTE – 2019/20: 2.1 FTE).

Reserves Policy

In light of the covid pandemic in 2020 the trustees reviewed our reserves policy and decided that in order to provide greater contingency against the economic fallout from the pandemic it would be prudent to increase our level of unrestricted reserves from the equivalent of three to four months running costs. The level of reserves we hold are based on forecasted expenditure for the next financial year.

By the year end our unrestricted free reserves stood at £54,118 owing to two unexpected grants awarded in March 2021. This is £7,826 higher than the four months reserves we project we need for 2021/22 (£46,292). As a result the trustees have released the surplus to be used as income in 2021/22 and in doing so ensure we maintain reserves that are strictly proportionate to our needs.

The reserves are designed to enable us to manage an orderly closing of the charity if necessary or to provide financial contingency in other circumstances, for example, between major grants. The reserves will be used for the following specific purposes: -

- Any redundancy payments due to employees
- Support to employees in finding alternative employment
- Terminating service contracts such as office rent and equipment
- Accountancy, audit and other professional costs
- Short term contingency costs between major grants
- Mitigating short term funding cuts created by Covid-19

Future Plans

We have delivered services during the pandemic around the theme of staying connected – ensuring parents can access our services as quickly and as easily as possible, helping them stay in contact with or build new connections with other parent-carers and crucially, supporting their emotional wellbeing and resilience. As we enter a new phase of the pandemic these priorities remain the same.

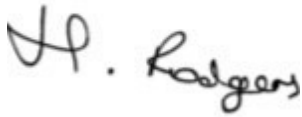
Covid may have a lasting effect on how organisations like ours operate. Software like Zoom has been vital in helping us deliver support groups and training whilst in person activities have not been possible. It has also widened accessibility. Some parents tell us they prefer online sessions as it makes their lives simpler, they don't have to get a carer or babysitter, travel to a workshop or attend outside of working hours.

Whilst uncertainty over the course of the pandemic remains we will continue to deliver online services but also expect to maintain a virtual presence long after social restrictions are no longer necessary. In effect we are moving towards a blended model of delivery that includes both virtual and in person engagement.

Over the course of 2021/22 we will be focussing on the development and delivery of the following projects and services: -

- Merging Making Sense of It All and Making Sense of Adult Life and publishing a new edition that covers the needs of families of children and young people aged 0-25
- Continue to provide an online Umbrellas group whilst we reconvene and rebuild our groups in Billingshurst, Littlehampton and Worthing with the view to maintaining an online group in the longer term
- Providing blended training delivery that will include both live and online workshops and courses (and which are adaptable to sudden changes in social restrictions)
- Resuming in person delivery of our Face-2-Face project whilst continuing to offer telephone befriending to parents who prefer this or whom we cannot match with a volunteer befriender local to them
- Continuing to offer 1-2-1 telephone counselling to parents struggling with the effects of the pandemic
- Seeking further investment from funders to increase the capacity of our current services and ensure we can meet increasing demand from parents

Signed on behalf of the board on

A handwritten signature in black ink, appearing to read 'H. Rodgers'.

Helen Rodgers
Trustee

Date 14th September 2021

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF REACHING FAMILIES LIMITED

I report to the charity trustees on my examination of the accounts of the charitable company for the period ended 31 March 2021 on pages 12-21

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

TC Group

Mr Mark Cummins FCCA

TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated: 20 September 2021

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted	Restricted	Total	(15 Months) Total
	Notes	funds	funds	2021	2020
		£	£	£	£
<u>Income from:</u>					
Donations and grants	3	63,994	63,200	127,194	86,860
Charitable activities	4	2,508	-	2,508	7,200
Total income		66,502	63,200	129,702	94,060
<u>Expenditure on:</u>					
Charitable activities					
Furtherance of Charity's objectives	5	60,880	61,117	121,997	116,797
Total expenditure		60,880	61,117	121,997	116,797
Net income/(expenditure) for the year/ Net movement in funds		5,622	2,083	7,705	(22,737)
Fund balances at 1 April 2020		49,401	2,917	52,318	75,055
Fund balances at 31 March 2021		55,023	5,000	60,023	52,318

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006. All income and expenditure derives from continuing activities.

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
BALANCE SHEET**

AS AT 31 MARCH 2021

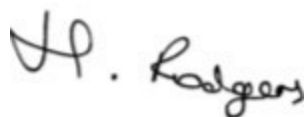
	Notes	31 March 2021 £	£	31 March 2020 £	£
Fixed assets					
Tangible assets	10		905		1,611
Current assets					
Stock	11	444		2,298	
Debtors	12	84,890		41,120	
Cash at bank and in hand		75,811		54,735	
		<u>161,145</u>		<u>98,153</u>	
Creditors: amounts falling due within one year	13	<u>(102,027)</u>		<u>(47,446)</u>	
Net current assets			<u>59,118</u>		<u>50,707</u>
Total assets less current liabilities			<u>60,023</u>		<u>52,318</u>
Income funds					
Restricted funds	15		5,000		2,917
Unrestricted funds			55,023		49,401
			<u>60,023</u>		<u>52,318</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 31 March 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its incoming resources and application of resources, including its income and expenditure, for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 14th September 2021



Helen Rodgers – Trustee

Company Registration No. 08261096

**REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS**

FOR THE YEAR ENDED 31 MARCH 2021

1 Statutory information

The charity is a company limited by guarantee registered in England and Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member. The registered office and other statutory information can be found on the legal and administrative information page of these accounts.

2 Accounting policies

2.1 Basis of preparation

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 (FRS102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Reaching Families Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Reaching Families Limited's ability to continue as a going concern.

2.2 Income

Income is included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy and there is certainty over the receipt of the income. The following specific policies are applied to particular categories of income:

Grants and donations are recognised on an accrual basis, accounted for in relation to the period that they relate.

2.3 Expenditure

Expenditure is recognised on an accruals basis. The charity is not registered for VAT and accordingly expenditure is shown gross of VAT.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees. These costs are included within support costs.

2.4 Tangible fixed assets and depreciation

Any tangible fixed assets under £1,000 cost are written off in the year of purchase.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	3 years straight line
--------------------------------	-----------------------

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3 Income from donations and grants

				(15 Months)
	Unrestricted	Restricted	Total	Total
	funds	funds	2021	2020
	£	£	£	£
<u>Restricted funds</u>				
WSSC – Social Story Animations	-	3,438	3,438	-
West Sussex County Council	-	5,000	5,000	19,000
Awards for All - Covid-19 response	-	9,910	9,910	-
National Lottery CF- Peer-to-peer Support	-	37,352	37,352	-
Ernest Kleinwort – COVID factsheet series	-	2,500	2,500	-
Sussex Community Foundation (Crisis Fund)	-	5,000	5,000	10,000
The True Colours Trust	-	-	-	5,000
	-	63,200	63,200	34,000
<u>Unrestricted funds</u>				
West Sussex County Council	10,000	-	10,000	-
West Sussex Clinical Commissioning Group	30,000	-	30,000	-
Sussex Community Foundation	5,000	-	5,000	-
Albert Hunt Trust	-	-	-	2,000
Garfield Weston Foundation	-	-	-	15,000
Henry Smith Charity	9,980	-	9,980	9,990
Enable Me Charity	-	-	-	11,662
Eric James	-	-	-	5,000
Royal London (SCF)	-	-	-	5,000
Sharegift	5,000	-	5,000	-
Others	4,014	-	4,014	4,208
	63,994	-	63,994	52,860
Total	63,994	63,200	127,194	86,860

4 Income from charitable activities

				(15 Months)
	Unrestricted	Restricted	Total	Total
	funds	funds	2021	2020
	£	£	£	£
Book sales	63	-	63	681
Training income	2,445	-	2,445	6,519
	2,508	-	2,508	7,200

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

5 Expenditure

	(15 Months)				
	Staff costs	Depreciation	Other Costs	Total 2021	Total 2020
	£	£	£	£	£
Charitable activities					
Furtherance of Charity's objectives:					
Activities undertaken directly	76,245	-	36,913	113,158	108,046
Support costs	2,936	706	5,197	8,839	8,751
	<u>79,181</u>	<u>706</u>	<u>42,110</u>	<u>121,997</u>	<u>116,797</u>

6 Support costs

	Furtherance of Charity's objectives	
	(15 Months)	
	2021	2020
	£	£
Premises costs	2,592	3,240
Insurance	567	1,000
Finance costs	536	747
Miscellaneous costs	-	345
Administrative salaries	2,936	1,410
Depreciation	706	516
Governance costs	1,502	1,493
	<u>8,839</u>	<u>8,751</u>

Governance costs relates to independent examiners' fees.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year. No trustee invoiced for services provided (2019: none).

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2021	2020
	Number	Number
Charitable activities	6	6
		(15 months)
Employment costs	2021	2020
	£	£
Wages and salaries	79,181	63,748

The average number of staff disclosed above all work part time. The average full time equivalent number of staff for the year totalled 2.8 (2020: 2.1).

There were no employees whose annual remuneration was £60,000 or more (2020: none). The Key Personnel of the charity comprised the director and the operations manager whose emoluments totalled £40,566 (2020: £28,190). The increase in emoluments represents an increase in hours worked by key personnel.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

9 Comparative funds – Statement of Financial Activities for the year ended 31 March 2020 (15 Months)

		Unrestricted funds £	Restricted funds £	Total 2020 £
	Notes			
<u>Income</u>				
Donations & grants	3	52,860	34,000	86,860
Charitable activities	4	7,200	-	7,200
Total income		60,060	34,000	94,060
<u>Expenditure</u>				
Charitable activities				
Furtherance of Charity's objectives	5	35,475	81,322	116,797
Total expenditure		35,475	81,322	116,797
Net income/(expenditure) for the year/ Net movement in funds		24,585	(47,322)	(22,737)
Fund balances at 1 January 2019		24,816	50,239	75,055
Fund balances at 31 March 2020		49,401	2,917	52,318

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

10 Tangible fixed assets

		Fixtures, fittings & equipment
		£
Cost		
At 1 April 2020		4,043
Additions		-
At 31 March 2021		4,043
Depreciation		
At 1 January 2020		2,432
Charge for the period		706
At 31 March 2021		3,138
Net book value		
At 31 March 2021		905
At 31 March 2020		1,611
11 Stock	31 March 2021 £	31 March 2020 £
Stock of books	444	2,298
12 Debtors	31 March 2021 £	31 March 2020 £
Other debtors	324	324
Trade debtors	84,054	40,000
Prepayments and accrued income	512	796
	84,890	41,120
13 Creditors: amounts falling due within one year	31 March 2021 £	31 March 2020 £
Trade creditors	8,799	978
Accruals and Other creditors	1,174	6,468
Deferred income	92,054	40,000
	102,027	47,446

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR 31 MARCH 2021

14 Control

The charity is under the control of the board of Trustees.

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds		
	Balance at 1 January 2021	Incoming resources	Resources expended
	£	£	£
WSSC – Social stories	-	3,438	(3,438)
West Sussex County Council	-	5,000	-
Awards for All - Covid-19 response	-	9,910	(9,910)
National Lottery CF- Peer-to-peer Support	-	37,352	(37,352)
Ernest Kleinwort – COVID factsheet series	-	2,500	(2,500)
Sussex Community Foundation	-	5,000	(5,000)
The True Colours Trust	2,917	-	(2,917)
	<u>2,917</u>	<u>63,200</u>	<u>(61,117)</u>
			<u>5,000</u>

WSSC – Social Story Animation – Grant funding of £3,438 for story animations on COVID.

West Sussex County Council – Grant funding of £5,000 was awarded late in the financial year and will be carried forward for counselling provision in 2021/22.

Awards for All - £9,910 grant for the Stay Connected project started as a result of Coronavirus.

The remaining £37,352 is part of a grant of £116,406 which was awarded in the current by the National Lottery Community Fund (Reaching Communities) towards our information and training delivery over the period 2020 - 2023.

Ernest Kleinwort – £2,500 is a grant towards the Coronavirus factsheet series.

Sussex Community Foundation - Grant funding of £5,000 was awarded for business planning and umbrellas.

The True Colour Trust – Grant funding of £5,000 was awarded towards our Face-2-Face befriending project.

REACHING FAMILIES LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

16 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total 2021
	£	£	£
Fund balances at 31 March 2021 are represented by:			
Tangible fixed assets	905	-	905
Current assets	156,145	5,000	161,145
Creditors: amounts falling due within one year	(102,027)	-	(102,027)
	<u>55,023</u>	<u>5,000</u>	<u>60,023</u>
	<u><u>55,023</u></u>	<u><u>5,000</u></u>	<u><u>60,023</u></u>

17 Analysis of net assets between funds - comparative

	Unrestricted funds	Restricted funds	Total 2020
	£	£	£
Fund balances at 31 March 2020 are represented by:			
Tangible fixed assets	1,611	-	1,611
Current assets	95,236	2,917	98,153
Creditors: amounts falling due within one year	(47,446)	-	(47,446)
	<u>49,401</u>	<u>2,917</u>	<u>52,318</u>
	<u><u>49,401</u></u>	<u><u>2,917</u></u>	<u><u>52,318</u></u>