

LS29 Special Needs Support Group

Charity no. 1152732

Trustees Annual Report and Accounts

30th April 2021

LS29 Special Needs Support Group

Accounts for the year ended 30th April 2021.

Report of the Board of Trustees/Directors for the year ended 30th April 2021

The Trustees are pleased to present their annual report together with the charity's financial statements for the year ending 30th April 2021.

Structure, governance and management

Governing Document

The organisation is a registered charity with our constitution adopted on 15 May 2013 and amended on 3 July 2013.

Our Trustees

All Trustees give their time voluntarily and receive no benefits from the charity in their roles as Trustees. The Trustees comprise mainly of parents involved in the group who from the nature of their families bring a wealth of knowledge and expertise in many SEN areas, inclusive opportunities, access and planning trips and outings for children and families with additional needs. A selection of other areas of expertise they bring to the board are below:

Karen Goodman Picken	Occupational Therapy, Charity management, Safeguarding
Diane Fielding	Bookkeeping, Recruitment, Teaching Assistant
Vicki Street	Fundraising Management, HR Recruitment, Charity Governance
Nicola Scourfield	Social Worker, Counselling, Safeguarding, L2 Teaching
Jane Elliott	PR, Marketing and Communications, Fundraising
Tanya Young	Bookkeeping, Grant Applications

We continue to enhance our pool of potential trustees to ensure that we can deliver our charitable objectives in an effective and sustainable way for future generations of SEN families and we are actively trying to appoint trustees who are parents of younger children. This will help to give a voice to those parents and the trustees will hopefully stay with us for a few years. We openly communicate opportunities to attend Committee meetings to all our member and discuss at our meetings any gaps in expertise that we may have and solutions on how to address them.

The existing trustees have sought financial advice from an accountant with experience of working with charities and a finance officer has been utilised to support the LS29 Time holiday club. This is an area we review regularly to ensure we meet our obligations as trustees.

Organisational Structure

The Trustees remain a consistent knowledgeable management team who have driven the direction, and policy of the charity. They meet quarterly (these were held virtually during the pandemic) and where appropriate use sub-groups on (e.g.), event management, fundraising, etc. The Chair, Treasurer and Secretary communicate regularly, and the trustees monitor the success and attendance of activities and continually seek advice, feedback and views through social media and email.

Related Parties

LS29 continues to develop links within the local community including a buddy scheme with the local high school, links with a local café, Ilkley Lawn tennis club, a theatre and dance

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school and care home. Outside the immediate LS29 area we have also formed links with Bradford Disability Sport and Leisure for cycling sessions, a Rhythmic Gymnastics club, Downs Syndrome Training and Support Services and a local Autism charity. Ongoing links with local donors and grant makers also exist and this has supported our work. We will continue to strengthen and expand these links to support the delivery of our objects and ensure that we meet the changing needs of our members, volunteers, clients, customers and local community.

In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- Adhere to agreed procedures for managing conflicts of interest;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website.

Our supporters and donors

LS29 Special Needs Support Group continues to benefit from the generous contributions of many individuals, local organisations, businesses and grant-making bodies. We operate clear fundraising procedures, are registered for Gift Aid and with JustGiving and ensure all donations are tracked, acknowledged and appropriately accounted for. In 2020-21, the charity was successful in gaining funding from Ilkley Round Table, Burley in Wharfedale Scouts and Guides, Community Action Bradford and District - Ilkley Covid Response Team, Springfield Healthcare, and The Yorkshire Clinic as well as personal donations from Peter and Gay Hartley and the Gillance Family.

In August 2019, the National Lottery Community Fund committed to fully fund LS29 Time Holiday Club for 2.5 years. This gives the club the opportunity to develop its services while exploring ways to become more financially sustainable. As we were not in a position to spend that funding in full during the pandemic, we have been permitted to carry forward the balance to next financial year.

Bradford Council have kindly given funding to LS29 Time through the Department for Education's Holiday Activities and Food (HAF) programme to provide food for children during the Easter, summer, and Christmas holidays in 2021, so LS29 Time were able to offer free lunches to all attendees. **We would like to thank all those organisations and individuals who have provided us with financial support over the year. We could not support the LS29 families without their generosity.**

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Financial Review

The charity has very limited overheads and therefore has a degree of financial security even during these very challenging times. Historically the group has always planned its activities and events around funding received and will continue to do this moving forward. Staff are employed for LS29 Time but the majority of these are on zero hours contracts. However, we have now appointed a project manager for LS29 Time. This is to reflect the additional work involved in providing future sessions for young people more significantly affected by their disability. It will also allow us to provide more sessions to meet a growing need from our members.

Principal Funding Sources

The main income streams for the charity comprised of grant applications. Other income was received from several sources including fundraising activities, donations from individuals, businesses and local community groups. In line with other charities, our fundraising has been affected by the pandemic, and we are keen to return to our usual fundraising activities such as stalls at local events, as they also raise awareness locally of the work that we do. Whilst we anticipate some of our local supporters may be less able to contribute towards our activities in the future, as a group we know we can run virtual sessions, family day trips and sport and activity sessions at minimal cost and we will continue to adapt our planning and delivery in line with our available income streams.

Main expenditure

The major expenditure of the charity is in relation to the LS29 Time holiday club which incurs staff costs and room hire. Even during the pandemic, the club was able to run during school holiday time accommodating one family bubble at a time, and the need for the holiday club in all its forms is clear. We also have the flexibility to cancel room hire as and when we do not need it. We feel confident that there will always be a need for our services as our families will always need respite and whilst we have grant funding at the moment, many of our families receive direct payments support, so we continue to explore this and other ways to fund our services.

Investment Policy

Aside from retaining a prudent level of reserves each year, the charity's funds will be invested in activities to further the objects as set out in our Memorandum and Articles of Association. The Board is committed to reinvesting any surplus funds, and will on an annual basis review the charity's investment priorities and agree relevant investments to meet identified needs and opportunities aligned to our objects.

Risk Policy

The charity will implement a reserves policy, agreed by the Trustees with independent financial advice. The Trustees at its quarterly meetings will review any risk and issues raised, information around security and any updates on good governance and management. We will also ensure robust policies and procedures in place and address any gaps in provision.

Support delivered this year

The last part of the year was understandably dominated by the COVID-19 pandemic. This year has been a very challenging one for the LS29 families, with the usual routines abandoned and significant constraints on the support and respite that families have received from schools and other statutory bodies. Because we are a small charity, we were very well placed to respond in an agile way to support families who often had nowhere else to turn. We

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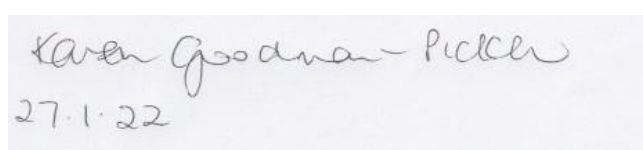
have delivered low budget, peer support and family activities, many of which have been online. The strength of the group being run by parents/carers meant that we could recognise the needs of families and respond promptly to support our members within the legal restrictions.

Funding was used to distribute family activity packs and many Zoom activities were arranged including cooking, bingo, quiz nights, music sessions and yoga. At the time many of our children were not accessing online schooling and we were able to recognize need and provide support. Demand is high for support just now and our charity continues to play a vital and much needed role in our community, as demonstrated by the increase in membership over the last year, even while we were not able to provide our full range of services and support. Inevitably, as statutory bodies struggle to get back on an even keel after the pandemic, charities like LS29 will be needed more than ever to provide support to the whole family.

Plans for Future Periods

LS29 plans to continue to build on the success of our work to date and are looking to expand in the following areas:

- Develop a series of after-school sensory musical sessions in collaboration with a local arts project
- Continue to develop or set up sporting activities in collaboration with Bradford Disability Sport and Leisure
- Continue working with local networks to provide a buddying scheme for local teenagers with and without additional needs
- Explore funding options to support more families to access the LS29 Time Holiday Club and continue training staff so that additional sessions can be run for children and young people who have medical needs and those who need a quieter session. We will also explore options for a new base for the club.
- Continue to run the LS29 Youth Zone and look to further develop activities suitable for older LS29 members.
- Continue to offer a successful selection of weekend and school holiday family activities in line with feedback from previous trips.
- Work to ensure young people approaching adulthood are informed of local options in line with Preparation for Adulthood guidance.
- Maintain and continue to build strong, supportive relationships with other local groups and charities to improve the lives of children with additional needs locally. These include Outside the Box Cafe, Ilkley Round Table, Dan's Den, Ilkley Tennis Club, Bradford Youth Service, Inclusion Service, and AWARE. We plan to continue to build these relationships through our network of committed volunteers, continuous consultations with our members, committee and trustees and the support of our local community. We will at our trustee meetings continue to monitor the success of our objectives and plans and be responsive to political, social, economic and technological factors that may impact the charity's performance and future plans.



Karen Goodman-Pickler
27.1.22

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Financial Statements and Independent Review

In line with recommended best practice from the Charity Commission, the charity's financial statements for year ending 30th April 2020 have been subject to Independent Review and approved by a fully qualified Independent Reviewer.

Trustees

Directors:

Karen Goodman Picken	Chair	Joined 2006
Diane Fielding	Treasurer	Joined 2006
Vicki Street	Secretary	Joined 2006
Nicola Scourfield	Director	Joined 2008
Rachael Edwards	Director	Joined 2010 (Resigned 8/2/21)
Jane Elliott	Director	Joined 2016
Tanya Young	Director	Joined 2016

Committee Members

Michelle Naylor, Sarah Capper, Ann McKerchar, Sarah Brooks, Stacey Hanson, Karen McNulty

Contact details

- Website: <http://www.ls29group.co.uk>
- Email: ls29groups@yahoo.co.uk
- Tel: 01943 609861

Acknowledgments:

The work and achievements of the charity would not be possible without the advice, support and generosity of many individuals, groups and organisations. We wish to express our thanks and appreciation for all those who have and who continue to support us. LS29 is a vital support network for over 120 families and this would not be possible without your support.

The Trustees LS29 Special Needs Support Group

Administrative information:

LS29 Special Needs Support Group – Registered Charity no. 1152732

Independent Examiner Jody Kendall ACA, 8 Craiglands Park, Ilkley, LS29 8SX

Administration Address: 7 Westville Ave, Ilkley, West Yorkshire, LS29 9AH

Bankers: Virgin Money, 10 Kirkgate, Otley, LS21 3HJ

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Independent Examiners Statement

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

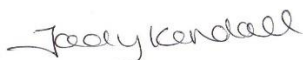
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures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

Independent Examiner's Statement

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date 4/2/22

J Kendall ACA Ltd

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Statement of Financial Activities

	2021			2020		
	Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds	Total
Receipts						
Grants						
Ecclesiastical Giving	-	-	-	-	1,500	1,500
Charities Trust	-	-	-	-	1,000	1,000
Keighley Community Fund - LS29 Time	-	500	500	-	-	-
National Lottery - LS29 Time	-	58,446	58,446	-	58,446	58,446
Groundwork- LS29 Time	-	500	500	-	1,000	1,000
Skipton Building Society - LS29 Time	-	-	-	-	2,980	2,980
Sovereign Healthcare - LS29 Time	-	-	-	-	3,000	3,000
Edward Gostling Foundation	-	-	-	-	5,000	5,000
Donations						
Ilkley & District Round Table	-	6,000	6,000	-	8,697	8,697
Members contributions for outings/event	10,831	-	10,831	13,251	-	13,251
Other donations	3,151	969	4,120	6,416	4,448	10,864
Membership subscriptions	1,385	-	1,385	1,135	-	1,135
Fees - LS29 Time	-	889	889	-	2,071	2,071
	<u>15,367</u>	<u>67,304</u>	<u>82,671</u>	<u>20,801</u>	<u>88,141</u>	<u>108,942</u>
Payments						
LS29 Support Group						
Singing Hands		-	-	685	-	685
Family outings,events and trips	20,946	6,000	26,946	20,076	5,732	25,808
Equipment	-	-	-	-	699	699
LS29 Time						
LS29 Time -Rompa - Manhattan sensory un	-	-	-	-	3,101	3,101
LS29 Time - equipment	-	5,725	5,725	-	-	-
LS29 Time expenses	-	4,758	4,758	-	4,845	4,845
LS29 Time Rent	-	4,250	4,250	-	2,550	2,550
LS29 Time Staff costs	-	40,467	40,467	-	24,763	24,529
General office/admin expenses	951	-	951	588	-	588
	<u>21,897</u>	<u>61,200</u>	<u>83,096</u>	<u>21,349</u>	<u>41,456</u>	<u>62,805</u>
Net Income/(Expenditure) for the year	(6,529)	6,104	(425)	(548)	46,685	46,137
Total funds brought forward	4,488	76,269	80,757	5,036	29,584	34,619
Transfers between funds	2,055	(2,055)	-	-	-	-
Total funds carried forward	<u>14</u>	<u>80,318</u>	<u>80,332</u>	<u>4,488</u>	<u>76,269</u>	<u>80,757</u>

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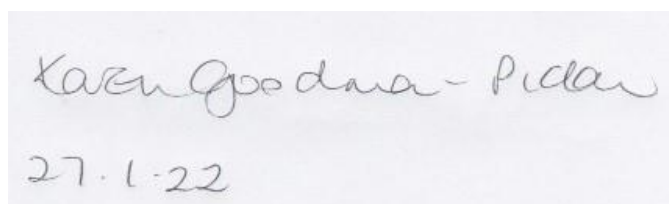
BALANCE SHEET

	2021	2020
	£	£
Current Assets		
Cash at Bank	81,501	80,632
Debtors	14	1,000
Current Assets	81,515	81,632
Current Liabilities	(1,183)	(874)
	80,332	80,758

Funds of the Charity

Unrestricted	14	4,488
Restricted	80,318	76,269
	80,458	80,758

Signed



Karen Goodman-Pickard
27.1.22

LS29 Special Needs Support Group

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1 Accounting Policies

Charity status

The charity is a charity limited by guarantee and consequently does not have share capital.

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

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

Basis of preparation

LS29 Special Needs Support Group meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognized at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

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

Grants receivable.

Grants are recognized when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognized as a liability and included on the balance sheet as deferred income to be released.

Fund structure

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. All donations and grants for LS29 Time are considered to be restricted for the use within LS29 Time.

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2 Staff Costs

	2021	2020
	£	£
Salaries and wages	37,119	24,529
Social security costs	-	-
Pension costs (defined contribution scheme)		
Other employee benefits	-	-
Staff costs	37,119	24,529
Contractors	3,348	
Total staff costs	40,467	

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

One Trustee received remuneration of £6,894 during the year.

This Trustee, is also employed as Finance Officer for which she receives a salary. She does not receive a fee for her role as trustee. No trustees received remuneration for their role as trustee.

The remuneration of a trustee for their position as an employee of the charity is allowed under the articles of association.

		2021	2020
		Number	Number
The parts of the charity in which the employees work	LS 29 Time		
	Average head count in the year (FTE)	8	1
	Average FTE	2	1

3 Independent Examination Fee

The fee for independent examination of the accounts was £80 (2020: £80).