

**LS29 Special Needs Support Group**

**Charity no. 1152732**

**Trustees Annual Report and Accounts**

**30<sup>th</sup> April 2022**

## **LS29 Special Needs Support Group**

### **Accounts for the year ended 30<sup>th</sup> April 2022**

### **Report of the Trustees for the year ended 30th April 2022**

The Trustees are pleased to present their annual report together with the charity's financial statements for the year ending 30th April 2022.

#### Overview

LS29 is well-recognised locally as a charity which creates inclusive opportunities for families who have a child with additional needs. It covers the LS29 area and 8 miles surrounding Ilkley. As a parent-led organisation our aim is to develop supportive communities and share information through mutual support.

#### 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,
Nicola Scourfield	Social Worker, Counselling, Safeguarding, L2 Teaching
Jane Elliott	PR, Marketing and Communications, Fundraising
Tanya Young	Bookkeeping, Grant Applications
Helen Collins	Safeguarding, Policies
Leanne Jacques	

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. The trustee base this year has increased to recognise the ages of younger pre and primary aged children in LS29. 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.

##### 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.

## **LS29 Special Needs Support Group**

### **Accounts for the year ended 30<sup>th</sup> April 2022**

#### Related Parties

LS29 continues to develop links within the local community including, links with a local café, Ilkley Lawn tennis club and Nell Bank. Outside the immediate LS29 area we have also continued our links with Bradford Disability Sport and Leisure for boccia, curling and a Rhythmic Gymnastics club. Ongoing links with local donors and grant makers also exist and this has supported our work. We 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 ensure all donations are tracked, acknowledged and appropriately accounted for. In 2021-22, the charity was successful in gaining funding from Ilkley Round Table, Rotary Club of Ilkley and Wharfedale, Mortens Hardware Store, Graces Wish, Skipton Craven Rotary Santa Fun, Giveto, Wright and Green Candles, Co-Op, Provident Financial as well as personal donations from some of our members. LS29 Time Holiday Club is funded through a National Lottery Grant and HAF Bradford Council

**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.**

#### 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.

## **LS29 Special Needs Support Group**

### **Accounts for the year ended 30<sup>th</sup> April 2022**

#### 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.

#### 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. 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

This year LS29 has gradually started resuming activities after the lifting of covid restrictions. Adaption has been required as rules changed and families adjusted to the ongoing risk assessments and infections that covid presented.

At the end of the previous financial year we had 150 members and another 50 who don't attend activities but receive updates. The charity also runs a holiday and respite club called LS29 Time, which is staffed and has grown rapidly during its short lifespan.

Due to its rapid development, the responsibilities around governance and with the aim of developing permanent premises, we have made an amicable decision to develop this area under its own charity which will be called Moor Time. Trustees Jane Elliott, Tanya Young, Vicki Street and Karen Goodman will remain as trustees for both charities.

LS29 Time has developed further during the past year and now runs for 4 days of the main school holidays, with an extra day added for children with high medical needs and a nurse employed to oversee the children on this day.

The volunteering role for young people with additional needs who have reached 18 has increased providing valuable work experience, with plans to gain qualifications being developed.

## **LS29 Special Needs Support Group**

### **Accounts for the year ended 30<sup>th</sup> April 2022**

To increase support and reduce isolation of younger children a fortnightly group for under 5's and their parents has begun. Ofsted planning and submission has been ongoing following the appointment of a manager for the holiday club.

The main family activity part of LS29 has continued to provide a varied programme of activities in the school holidays, at weekends and after school. A group has also been set up to help LS29 families find Personal Assistants. Along with many UK jobs, recruiting and maintaining PAs has been difficult for families.

Feedback from a survey of families in the group demonstrated that the Family weekend and overnight short breaks made biggest impact to members. The importance of the charity for social support and for young people to develop friendships was also highlighted.

In this group families and young people chose their favourite inclusive activities from a variety of weekend, school holiday and after school activities. The events LS29 organise include sporting, social, entertainment and those aimed at increasing independence for children and young people with additional needs.

Highlights this year have been

- Organising a public performance of Singing Hands with Bradford Theatres.
- In association with Bradford Disability Sport and Leisure, and Special Olympics GB beginning Boccia, Curling and Rhythmic Gymnastics
- Mentoring and supporting other parent-led groups to establish themselves
- The decision to develop a separate charity - Moor Time - for staffed respite to enable further growth
- A series of events to develop support and social networks for young adults with additional needs living locally
- Parents of younger children becoming increasingly involved in running of the group

### 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:

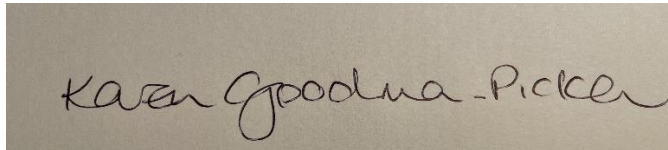
- Further develop support and information for parents alongside other statutory and voluntary services, especially for those approaching transition from child to adult services.
- Establish Moor Time as a separate charity for respite with 4 joint trustees
- Build up groups for young people and adults with additional needs outside LS29 Group
- Continue to offer outreach and mentoring to other parent-led groups
- Increase the involvement of young people and parents in fund-raising, planning and leading activities.
- Continue to offer a variety of weekend, school holiday and after-school activities

## **LS29 Special Needs Support Group**

### **Accounts for the year ended 30<sup>th</sup> April 2022**

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.

Signed

A photograph of a handwritten signature in dark ink on a light-colored, textured surface. The signature reads "Karen Goodma-Picker" in a cursive script.

Dated

12<sup>th</sup> February 2023

## **LS29 Special Needs Support Group**

### **Accounts for the year ended 30<sup>th</sup> April 2022**

#### **Financial Statements and Independent Review**

In line with recommended best practice from the Charity Commission, the charity's financial statements for year ending 30<sup>th</sup> April 2022 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	Trustee	Joined 2008
Jane Elliott	Trustee	Joined 2016
Tanya Young	Trustee	Joined 2016
Helen Collins	Trustee	Joined 2021
Leanne Jacques	Trustee	Joined 2021

#### **Contact details**

- Website: <http://www.ls29group.co.uk>
- Email: [ls29groups@yahoo.co.uk](mailto: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 150 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

## **LS29 Special Needs Support Group**

**Accounts for the year ended 30<sup>th</sup> April 2022**

### **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**

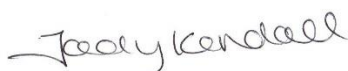
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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

12<sup>th</sup> February 2023

J Kendall ACA Ltd



# LS29 Special Needs Support Group

## Accounts for the year ended 30<sup>th</sup> April 2022

### Statement of Financial Activities

	2022			2021		
	Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds	Total
<b>Receipts</b>						
<b>Grants</b>						
Ecclesiastical Giving				-		-
Charities Trust				-		-
Keighley Community Fund - LS29 Time				-	500	500
National Lottery - LS29 Time		39,223	39,223	-	58,446	58,446
BMDC - Healthy Activities and Food		28,341	28,341			
Groundwork- LS29 Time			-	-	500	500
Skipton Building Society - LS29 Time			-	-		-
Sovereign Healthcare - LS29 Time			-	-		-
Edward Gostling Foundation			-	-		-
<b>Donations</b>			-			-
			-			-
Ilkley & District Round Table	12,500		12,500	-	6,000	6,000
Members contributions for outings/events	19,664		19,664	10,831	-	10,831
Other donations	11,397	545	11,941	3,151	969	4,120
Membership subscriptions	2,920		2,920	1,385	-	1,385
Fees - LS29 Time		3,837	3,837	-	889	889
	<u>46,480</u>	<u>71,946</u>	<u>118,427</u>	<u>15,367</u>	<u>67,304</u>	<u>82,671</u>
<b>Payments</b>						
<b>LS29 Support Group</b>						
Singing Hands					-	-
Family outings,events and trips	41,052	265	41,317	20,946	6,000	26,946
Equipment			-	-		-
			-			-
<b>LS29 Time</b>			-			-
LS29 Time -Rompa - Manhattan sensory unit			-	-		-
LS29 Time - equipment		4,903	4,903	-	5,725	5,725
LS29 Time expenses		6,535	6,535	-	4,758	4,758
LS29 Time Rent		6,128	6,128	-	4,250	4,250
LS29 Time Staff costs		42,091	42,091	-	40,467	40,467
			-			-
General office/admin expenses	257		257	951	-	951
	<u>41,310</u>	<u>59,922</u>	<u>101,231</u>	<u>21,897</u>	<u>61,200</u>	<u>83,096</u>
Net Income/(Expenditure) for the year	5,171	12,024	17,195	(6,529)	6,104	- 425
Total funds brought forward	14	80,318	80,332	4,488	76,269	80,757
Transfers between funds				2,055	- 2,055	
Total funds carried forward	<u>5,185</u>	<u>92,342</u>	<u>97,527</u>	<u>14</u>	<u>80,318</u>	<u>80,332</u>

## LS29 Special Needs Support Group

Accounts for the year ended 30<sup>th</sup> April 2022

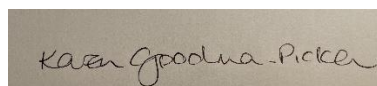
### BALANCE SHEET

	2022	2021
	£	£
<b>Current Assets</b>		
Cash at bank and in hand	98,566	81,501
Debtors	-	14
Current Assets	98,566	81,515
Current Liabilities	(1,039)	(1,183)
	97,527	80,332

### Funds of the Charity

Unrestricted	5,185	14
Restricted	92,342	80,318
	97,527	80,458

Signed



12<sup>th</sup> February 2023

## **LS29 Special Needs Support Group**

### **Accounts for the year ended 30<sup>th</sup> April 2022**

#### **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.

## LS29 Special Needs Support Group

### Accounts for the year ended 30<sup>th</sup> April 2022

#### 2 Staff Costs

			2022	2021
			£	£
Salaries and wages			39,259	37,119
Social security costs			0	0
Pension costs (defined contribution scheme)			367	0
Other employee benefits			0	0
Total staff costs			39,627	37,119
Contractors			0	3,348
			39,627	40,467
Other staff costs			1,464	
Training			999	234
			42,091	40,701

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000. Highest paid employee received £15,218 (2021: £12,090)

One Trustee received remuneration of £8,234 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.

		2022	2021
		Number	Number
The parts of the charity in which the employees work	LS 29 Time		
	Average head count in the year (FTE)	9	8
	Average FTE	2	2

#### 3 Independent Examination Fee

The fee for independent examination of the accounts was £80 (2021: £80).