

# HEATHROW SPECIAL NEEDS CENTRE

England & Wales · Charity number 1155421

## Details

**Status** Registered

**Legal form** CIO

**Registered** 2014-01-22

**Register** [View on the Charity Commission register](#)

## Contact

**Address** Heathrow Special Needs Centre  
Bath Road  
Longford  
Middlesex  
UB7 0EF

**Phone** 01753 680330

**Email** [secretary@heathrowspecialneedscentre.org](mailto:secretary@heathrowspecialneedscentre.org)

**Website** [www.heathrowspecialneedscentre.org](http://www.heathrowspecialneedscentre.org)

## Activities

**Objects:** 1. TO RELIEVE THE NEEDS OF THOSE WITH DISABILITIES AND SPECIAL NEEDS IN PARTICULAR AND YOUNG OFFENDERS, THOSE RECOVERING FROM ALCOHOL OR SUBSTANCE ABUSE AND THOSE SUFFERING CONDITIONS SUCH AS DEMENTIA OR STROKES BY THE PROVISION OF FACILITIES, ACTIVITIES AND EDUCATIONAL TRAINING IN LONDON AND THE HOME COUNTIES.2. TO PROVIDE DISABLED PEOPLE WITH THE OPPORTUNITY TO RIDE AND/OR CARRIAGE DRIVE TO BENEFIT THEIR HEALTH AND WELLBEING.

**Activities:** To help those with disabilities and special needs, young offenders, those recovering from alcohol or substance abuse and those suffering conditions such as dementia or strokes by the provision of facilities, activities and educational training in London and the home counties. To provide disabled people with the opportunity to ride and/or carriage drive to benefit their health and wellbeing

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Disability, Animals, Environment/conservation/heritage, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities

## Geography

- Throughout England

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-12-31 | £70,427  | £76,367     | -      | -         |
| 2024-12-31 | £44,542  | £80,102     | -      | -         |
| 2023-12-31 | £122,775 | £73,259     | -      | -         |
| 2022-12-31 | £86,146  | £77,804     | -      | -         |
| 2021-12-31 | £69,695  | £70,778     | -      | -         |
| 2020-12-31 | £77,212  | £97,754     | -      | -         |

## Trustees

| Name                             | Role  | Appointed  |
|----------------------------------|-------|------------|
| <b>DORIAN GRANT MEAD NCH ARB</b> | Chair | 2013-10-21 |
| Andrew Huxsted                   |       | 2021-04-27 |
| BASIL PATRICK MILES              |       | 2013-10-21 |
| BERNARD CHARLES STACEY           |       | 2013-10-21 |
| DAMIAN JAMES PEARSON ACMA CGMA   |       | 2013-10-21 |
| Emily Hyde                       |       | 2026-06-18 |
| KENNETH HARRY TINSLAY            |       | 2013-10-21 |



**HEATHROW SPECIAL NEEDS CENTRE**

England & Wales - Charity number 1155421

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# Accounts

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HEATHROW SPECIAL NEEDS CENTRE

REGISTERED CHARITY NUMBER: 1155421

TRUSTEE'S ANNUAL REPORT

FOR THE PERIOD

1<sup>ST</sup> JANUARY 2025

TO

31<sup>ST</sup> DECEMBER 2025

TRUSTEE'S REPORT 1 – 7

CHAIR OF TRUSTEE'S REPORT 8

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FINANCIAL STATEMENTS F1 - F7



# Trustees' Annual Report for the period

|      |                   |         |      |    |                  |          |      |
|------|-------------------|---------|------|----|------------------|----------|------|
| From | Period start date |         |      | To | Period end date  |          |      |
|      | 1 <sup>st</sup>   | January | 2025 |    | 31 <sup>st</sup> | December | 2025 |

## Section A

## Reference and administration details

Charity name

Heathrow Special Needs Centre

Other names charity is known by

Registered charity number (if any)

1155421

Charity's principal address

Bath Road

Longford

Middlesex

Postcode

UB7 0EF

## Names of the charity trustees who manage the charity

|    | Trustee name    | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-----------------|-----------------|-----------------------------------|---------------------------------------------------------------|
| 1  | Dorian Mead     | Chair           |                                   |                                                               |
| 2  | Damian Pearson  | Treasurer       |                                   |                                                               |
| 3  | Kenneth Tinslay | Secretary       |                                   |                                                               |
| 4  | Andrew Huxted   |                 |                                   |                                                               |
| 5  | Verity Jones    | Safeguarding    |                                   |                                                               |
| 6  | Basil Miles     |                 |                                   |                                                               |
| 7  | Bernie Stacey   | Safeguarding    |                                   |                                                               |
| 8  |                 |                 |                                   |                                                               |
| 9  |                 |                 |                                   |                                                               |
| 10 |                 |                 |                                   |                                                               |
| 11 |                 |                 |                                   |                                                               |
| 12 |                 |                 |                                   |                                                               |
| 13 |                 |                 |                                   |                                                               |
| 14 |                 |                 |                                   |                                                               |
| 15 |                 |                 |                                   |                                                               |
| 16 |                 |                 |                                   |                                                               |
| 17 |                 |                 |                                   |                                                               |
| 18 |                 |                 |                                   |                                                               |
| 19 |                 |                 |                                   |                                                               |
| 20 |                 |                 |                                   |                                                               |

## Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |



## Names and addresses of advisers (Optional information)

| Type of adviser | Name   | Address                              |
|-----------------|--------|--------------------------------------|
| Bank            | Lloyds | 73-75 High Street, Staines, TW18 4PP |
|                 |        |                                      |
|                 |        |                                      |
|                 |        |                                      |

## Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

# Section B Structure, governance and management

## Description of the charity's trusts

|                                                                     |                                                                                                       |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution of a Charitable Incorporated Organisation dated 26 <sup>th</sup> May 2015                |
| How the charity is constituted<br>(eg. trust, association, company) | Maximum number of Trustees: 12<br>Minimum number of Trustees: 3                                       |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Trustees are appointed by a resolution passed at a properly convened meeting of the charity trustees. |

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Health and Safety policies and procedures are in place.  
Safeguarding policies and procedures are in place.

Enhanced Data Barring Checks are carried out prior to employment and volunteering and renewed every three years and comply with the Disclosure and Barring Service under the provisions of The Protection of Freedom Act 2013.

The Trustees meet at least twice per year and have overall responsibility for the management and administration of the funds and for the attainment of the charity's aims

The Trustees responsibilities include:

To endorse budgets and accounts

To examine the financial aspects of major projects

The employment of staff

Health and Safety review

Safeguarding review

The general administration of the charity's affairs on a day-to-day basis in line with the budget requirements set by the Trustees

All aspects of fundraising

Cash accounting and sales review



Public Liability insurance and Employers Liability insurance are provided by The National Farmers Union.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To relieve the needs of those with disabilities and special needs in particular and young offenders, those recovering from alcohol or substance abuse and those suffering conditions such as dementia or stroke by the provision of facilities, activities and educational training in London and the home counties.

To provide disabled people with the opportunity of horse riding to benefit their health and well-being.

In planning our activities for the year, the Trustees had regard to the guidance issued by the Charity Commission on public benefit.

The focus for the year is to enable people with disabilities and special needs including those with profound and multiple disabilities and special needs to enjoy the proven and measurable benefits of farm, animal and horticulture related activities.

Our activities provide outcomes of improved physical and mental wellbeing, improved self- confidence and self-esteem, education, learn new skills and happiness.

To foster a sense of personal achievement which is so important to people with disabilities and special needs. To help enable them participate more fully in society which reduces social isolation and improves community cohesion.

Activities comprise informal training and education in Animal Assisted Activities, horticulture.

Structured work experience placements for people with disabilities and special needs to help them enter the workplace.

Not for profit tea room/community hub managed by disadvantaged people. We provide a professional bistro style setting where disadvantaged people can socialise and enjoy refreshments in a non-judgemental environment.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**



## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Trustees are very grateful for the enormous contribution made by our member volunteers.

We appreciate the many hours spent by our volunteers working with and encouraging our beneficiaries.

Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.

## Section D

## Achievements and performance



**Summary of the main achievements of the charity during the year**

Entry to the charity is free.

No charges or fees for taking part in Animal Assisted Activities, horticulture and gardening, being involved with the running of our not-for-profit café/community hub.

No charges or fees for taking part in our structured work placements tailored to individual needs and abilities. The aim is to help is to help beneficiaries enter the workplace. The benefits are tangible and measurable including increased confidence, social interaction something interesting to talk about at job interviews.

Participation in activities is pre-booked and extremely popular. We receive many enquiries from organisations and individual visitors and their carers and we do our best to accommodate everyone

'Walkabout Wednesday' takes place every Wednesday including during school holidays. It gives visitors the opportunity to visit the Centre without pre-booking to visit the animals and gardens, take part in activities, subject to availability, and to discuss future visits and planned participation in our activities. Proposed in 2026 to increase 'walkabout days' to include Tuesday's and possible other weekdays.

Our not for profit tea room/community hub managed by disadvantaged people is open Wednesdays and in 2026 to include Tuesday's. A popular venue where people with disabilities and special needs enjoy food and drink in a non-judgemental environment and professional bistro style setting.

Newly designed rebuilt small animal enclosures and well-maintained buildings and grounds presents a modern facility which enhances and encourages visitor interaction and benefit.

The Trustees have agreed to suspend horse riding for the time being due to financial pressures caused by the Covid-19 pandemic. They will review this activity as the financial climate improves and, in the meantime, concentrate on our other activities for the majority of our visitors.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees have determined a need to maintain six months running costs in in reserves.

Expenses support the aims and objectives of the charity with less than 3% spent on administration. Surplus funds are held in reserve to support running costs.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Trustees are very grateful to the many donors both large and small for their support and although we would like to mention them all, space is restricted to those who have given a minimum £100.

If we have left anyone out, please accept our apologies.

Ashley Ironmonger, Basil Miles, Charities Aid Foundation, City Bridge Foundation, Draytonian Lodge, Mr Dodd, Mr Durrant, Enterprise Holdings Foundation, Enterprise Staff Giving, Freemasons Grand Charity, Freemasons Middlesex Provincial Relief Fund, Heathrow Airport, Hospital Saturday Fund, Jon Boyton, , Mr and Mrs Jenner, Kimberly Hulse, Lightning Dog Agility. Mr and Mrs Markham, Masonic Grand Charity, Michael & Anna Wix Charitable Trust, National Lottery Community Fund, Peter Boyton, Peter Pratt (Centrica), Royal Ancient Order of Buffaloes, RELX Foundation, Robert Gavron Charitable Trust, Shanley Foundation, Stephen Armstrong & Co, Staines Round Table, SUI Generis Services Ltd, Vintners Foundation,

## Section F

## Other optional information

The charity was founded in 1986 and formerly known as Spelthorne farm project for the handicapped. It became Charitable Incorporated Organisation in 2015 with the new name: Heathrow Special Needs Centre. Charity Registration Number 1155421. The new charitable status enables the charity to broaden the opportunities it can provide to people with disabilities and special needs and also make Trusteeship an attractive opportunity.



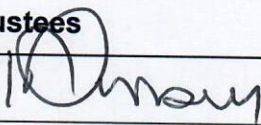
## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Kenneth Tinslay

Position (eg Secretary, Chair,  
etc)

Secretary and Trustee

Date

Thursday 18<sup>th</sup> June 2026



## Chair of Trustees

At the close of 2025 the Heathrow Special Needs Centre continues to provide its core services to clients with varying degrees of special needs who attend our safe, secure and friendly environment here in Longford.

The pre-booking system for most of our opening days ensures meaningful activities are available to visitors and tailored to their needs and aspirations.

WalkAbout Wednesdays continue to be popular with an average 80 beneficiaries on that day and although no guarantee of related tasks this unbooked attendance day often acts as a lead to returning in a more structured manner on other days by appointment. Wednesdays are hectic but always engaging and fun. In the middle of the year Tuesdays were opened up to become a mix of booked and walk up visitors. This has also proved popular with an average of 50 plus attending. The flexibility in attending suits those whose circumstances can vary at short notice.

Continued stresses on the nations finances have been reflected in our donation levels. Although our position has steadied over the past twelve months our fixed expenses erode those numbers quickly for example with volatility in the electricity market or animal feed supplies. Your Board of Trustees, to whom I am grateful for their fortitude, have continued to provide support and assistance to the Centre in so many ways as we guide ourselves through these times.

Both myself and the Trustees wish to formally thank our staff and volunteers for ensuring the Centre both delivers a unique experience for our clients as well as caring for our animals who create that interaction that is the highlight of any visit.

Generous specific grants enabled us to fulfill a long held desire to bring Alpacas to the Centre. The five girls arrived in February and have become very popular additions with their friendly and inquisitive nature. Over time they will become halter trained enabling more structured interactions to take place.

At the end of 2025 there are signs of improvement in businesses wishing to reconnect with us as the airport and associated companies continue to recover confidence. Company volunteering groups from Centrica, Firmenich and Enterprise have made notable practical visits. Funding from grant providers is reduced as these organisations have so many additional requests due to the ongoing cost of living crisis. It is hoped that 2026 will see the fruits of our proactive efforts to reach out to likeminded supporters will help put the Centre on a more sustained path regards funding.

We receive many kind words and testimonials from clients, carers and parents that show why the Centre is such a valued resource to those who benefit from attending and, although for confidentiality reasons we cannot make many of these publicly available, it is knowing the tangible difference the Centre makes to the lives of disadvantaged people that drives us to continue our work.

To close I would like once again to thank all who support the aims of Heathrow Special Needs Centre and allow us to create happy moments for all our visitors and we look forward to continuing this for many years to come.

Dorian Mead  
Chair of Trustees



## Treasurer's Report

The Charity Accounts for the year ended 31 December 2025 follow and include details of restricted grants. The Accounts have been independently examined by S M Armstrong and his report is also attached.

Donations and Grants increased in 2025 following 2024 which was an extremely low income year. However, as with the prior year overall costs were greater than income with the charity drawing on reserves to cover the shortfall.

The centre receives no income in terms of Government support beyond a small amount of Gift Aid, despite the widespread benefits provided by the centre to many disadvantaged residents that travel locally, from neighbouring boroughs and beyond on a regular basis.

Donations from Corporate and other organisations improved in 2025 from an unusually low level of income in 2024. The Trustees are extremely grateful to organisations that regularly provide funds for running costs and take a further active interest through volunteer groups helping to keep the site fit to welcome our beneficiaries throughout the year.

Other donations received from individuals were similar to the prior year. It is hoped that with increasing visitor numbers, this area of fundraising will also improve, noting that as services are free to visitors at the point of delivery, the centre is grateful for all individuals that choose to make donations to the centre.

The centre generated a small amount of Trading Income in the year, mainly from the sale of farm produce.

Overall costs in 2025 were slightly lower than 2024 despite persistent inflationary pressures on all costs. The Trustees continue to focus on running the centre in the most financially efficient way to operate within available resources. The charity continues to deliver core services though sustained periods of low income prevent the opportunities to enhance the our offering to visitors. To cover core running costs the centre is targeting a regular income in excess of £7,500 per month to cover basic employees' wages, utilities, animal feed & husbandry and repairs & maintenance.

The charity ended 2025 with reduced cash reserves but remain within the long running goal of retaining 6 months of running costs in unrestricted cash reserves, providing security of service provision. Raising sources of regular unrestricted funds remains a priority for the centre.

For those individual donors who can make and sign a Gift Aid Declaration, the charity can reclaim the Income Tax content of the donation from HM Revenue and Customs.

Damian Pearson ACMA  
CGMA Treasurer  
08<sup>th</sup> June 2026



**HEATHROW SPECIAL NEEDS CENTRE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2025**

# HEATHROW SPECIAL NEEDS CENTRE

## Statement of Income and Expenditure for the Year ended 31 December 2025

|                                                                      | <u>Note</u> | <u>2025</u><br>£ | <u>2024</u><br>£ |
|----------------------------------------------------------------------|-------------|------------------|------------------|
| <b><u>Income</u></b>                                                 |             |                  |                  |
| Donations receivable                                                 | 2           | 65,983           | 40,222           |
| Trading Income                                                       | 3           | 3,762            | 3,286            |
| Other income (bank interest)                                         |             | 682              | 1,034            |
| <b>Total Income</b>                                                  |             | <u>70,427</u>    | <u>44,542</u>    |
| <b><u>Expenditure</u></b>                                            |             |                  |                  |
| Charitable activities                                                | 4           | 72,681           | 77,050           |
| Administration                                                       | 5           | 1,971            | 1,828            |
| Depreciation of assets                                               |             | 1,715            | 1,224            |
| <b>Total Expenditure</b>                                             |             | <u>76,367</u>    | <u>80,102</u>    |
| <b>Excess( Deficit ) of Income<br/>over Expenditure for the year</b> |             | -5,940           | -35,560          |
| <b>Endowment Fund Balance b/f</b>                                    |             | 40,899           | 76,459           |
| <b>Endowment Fund Balance c/f</b>                                    |             | <u>34,959</u>    | <u>40,899</u>    |



# HEATHROW SPECIAL NEEDS CENTRE

## Balance Sheet as at 31 December 2025

|                                                                                   | Note | <u>2025</u><br>£     | <u>2024</u><br>£     |
|-----------------------------------------------------------------------------------|------|----------------------|----------------------|
| <b><u>ASSETS</u></b>                                                              |      |                      |                      |
| <b><u>Fixed Assets</u></b>                                                        |      |                      |                      |
| Centre assets at Net book value                                                   |      | 4,408                | 3,671                |
| Leasehold property and improvements thereto at cost and value at time of donation | 6    | <u>104,273</u>       | <u>104,273</u>       |
|                                                                                   |      | 108,681              | 107,944              |
| <b><u>Amortisation</u></b>                                                        |      |                      |                      |
| Calculated to write off the cost etc over the 5-year term of the lease            |      | 104,272              | 104,272              |
| Net Book Value at 31 December 2025                                                |      | <u>4,409</u>         | <u>3,672</u>         |
| <b><u>Current Assets</u></b>                                                      |      |                      |                      |
| Cash at Bank                                                                      | 7    | 53,496               | 52,050               |
|                                                                                   |      | <u>53,496</u>        | <u>52,050</u>        |
| <b><u>TOTAL ASSETS</u></b>                                                        |      | 57,905               | 55,722               |
| <b><u>LIABILITIES</u></b>                                                         |      |                      |                      |
| Creditors and Accrued charges                                                     | 8    | 22,946               | 14,823               |
| Endowment Fund at 31 December 2025                                                |      | <u><u>34,959</u></u> | <u><u>40,899</u></u> |

The Accounts were approved by the Board on June 2026 and signed on its behalf.



Dorian G Mead  
Chairman



Ken Tinslay  
Secretary

## Notes forming part of the Financial Statements For the Year ended 31 December 2025

### 1. Accounting Policies

There has been no change to the accounting policies during the year.

The financial statements have been prepared under the historic cost convention using the following accounting policies.

#### Basis of Accounting

These Accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, not as cash received and paid.

#### Fund raising

The charity's endowment funds include all funds of the charity, which it may use for its purposes at its discretion. All the assets are vested in the trustees.

#### Income

All voluntary income is included in income on receipt. Donations under the gift aid scheme plus the associated income tax recovery are recognised as income when the donation is received. Specific donations are applied according to the requirements of the donor and are accounted for in accordance with the Charities SORP. Donations of items other than cash are included in income at market value on receipt.

#### Fixed assets and depreciation

Fixed assets are included in the accounts at the historical cost and in the case of donated assets, at fair value at the date of acquisition.

Depreciation is provided to write off the cost less estimated residual value of all fixed assets over their expected useful lives. It is calculated on the original cost of the assets at the following rates :

|                           |                       |
|---------------------------|-----------------------|
| Leasehold buildings       | 20% on cost per annum |
| Centre & Office equipment | 20% on cost per annum |

The leasehold property and improvements thereto are amortised over the term of the lease.

#### Administration expenditure

Administration expenditure comprises all costs incurred in running the charity, which cannot be directly related to the charity's project.



# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2025 (cont'd)

|                                        | <u>2025</u>   | <u>2024</u>   |
|----------------------------------------|---------------|---------------|
|                                        | £             | £             |
| <b>2. <u>Donations receivable</u></b>  |               |               |
| Corporate Donations/Grants             | 49,043        | 24,103        |
| Other Donations/Grants                 | 14,310        | 14,286        |
| Donated Items                          | <u>2,630</u>  | <u>1,833</u>  |
|                                        | <u>65,983</u> | <u>40,222</u> |
| <b>3. <u>Trading Income</u></b>        |               |               |
| Farm and produce sales                 | 2,652         | 1,746         |
| Misc trading income                    | <u>1,110</u>  | <u>1,540</u>  |
|                                        | <u>3,762</u>  | <u>3,286</u>  |
| <b>4. <u>Charitable activities</u></b> |               |               |
| Training and CRB staff costs           | 694           | 734           |
| Supplies                               | 15,519        | 19,142        |
| Staff costs                            | 37,603        | 36,087        |
| Honoraria                              | 3,000         | 3,000         |
| Fund raising                           | 236           | 216           |
| Utilities                              | 3,955         | 4,495         |
| Insurances                             | 9,098         | 9,262         |
| Memberships                            | 50            | 646           |
| Telecommunications                     | 733           | 693           |
| Property maintenance and renewals      | 1,047         | 1187          |
| Motor and travelling                   | 746           | 490           |
| Amortise - Leasehold improvements      | 0             | 1,098         |
|                                        | <u>72,681</u> | <u>77,050</u> |
| <b>5. <u>Administration</u></b>        |               |               |
| Payroll and administration fees        | 922           | 877           |
| Accountancy/review fee                 | 840           | 840           |
| Postage, stationery and sundries       | <u>209</u>    | <u>111</u>    |
|                                        | <u>1,971</u>  | <u>1,828</u>  |

# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2025 (cont'd )

|                                                      | <u>2025</u>    | <u>2024</u>    |
|------------------------------------------------------|----------------|----------------|
|                                                      | £              | £              |
| <b>6. <u>Leasehold property and improvements</u></b> |                |                |
| Balance b/f                                          |                |                |
| Additions                                            | 104,273        | 104,273        |
|                                                      | <u>0</u>       | <u>0</u>       |
| Balance at 31 December 2024                          | <u>104,273</u> | <u>104,273</u> |

### **7 Cash at Bank**

|                 |               |               |
|-----------------|---------------|---------------|
| Current Account | 21,509        | 10,725        |
| Deposit Account | 31,987        | 41,325        |
|                 | <u>53,496</u> | <u>52,050</u> |

### **8 Creditors and Accrued charges**

|                            |               |               |
|----------------------------|---------------|---------------|
| Sinking Fund Reserve       | 5,000         | 5,000         |
| Accountancy/review fee     | 840           | 840           |
| Honoraria                  | 500           | 500           |
| Payroll costs              | 3,383         | 3,191         |
| Restricted Income(Note 10) | 13,223        | 4,592         |
| Utilities                  | 0             | 700           |
|                            | <u>22,946</u> | <u>14,823</u> |

### **9 Restricted Income**

During the Year, Grants were received from various organisations for specific purposes. The Grants have been accounted for in accordance with the Charities SORP as follows :

|                                  | £                | £                |
|----------------------------------|------------------|------------------|
| Balance b/f                      |                  |                  |
| Grants received in 2025 (page 6) | 4,592            | 11,031           |
| Applied in year (page 6)         | 33,978           | 6,962            |
|                                  | <u>(-25,347)</u> | <u>(-13,401)</u> |
| Balance c/f to 2025 (note 8 )    | <u>13,223</u>    | <u>4,592</u>     |



# HEATHROW SPECIAL NEEDS CENTRE

Notes forming part of the Financial Statements for the year ended 31st December 2025

Balance of Restricted Grants received in 2024 and prior and applied in 2025

| Donor of Funds         | Restricted Purpose     | Month Donated | Bal B/F to 2025 | Applied in 2025 | Bal C/F to 2026 |
|------------------------|------------------------|---------------|-----------------|-----------------|-----------------|
| Co-Op                  | Garden Materials       | Nov-23        | £ 1,796.30      | £ 1,796.30      | £ -             |
| Centrica               | Site improvement works | Oct-24        | £ 1,961.70      | £ 1,961.70      | £ -             |
| City Bridge Foundation | Staff costs            | Dec-24        | £ 833.30        | £ 833.30        | £ -             |

Schedule of Restricted Grants received in 2024 and applied in the year.

| Donor of Funds                  | Restricted Purpose                   | Month Donated | Bal received in 2025 | Applied in 2025 | Bal C/F to 2026 |
|---------------------------------|--------------------------------------|---------------|----------------------|-----------------|-----------------|
| Vintners Foundation             | Animal Assisted Activities           | Apr-25        | £ 5,000.00           | £ 5,000.00      | £ -             |
| Shanley Foundation              | Core costs                           | Jul-25        | £ 3,000.00           | £ 3,000.00      | £ -             |
| Hospital Saturday Fund          | Project activity costs               | Aug-25        | £ 2,000.00           | £ 2,000.00      | £ -             |
| RELX Plc                        | Towards project costs (not salaries) | Sep-25        | £ 8,910.00           | £ 2,724.66      | £ 6,185.34      |
| National Lottery Community Fund | Hay and straw                        | Oct-25        | £ 480.00             | £ 480.00        | £ -             |
|                                 | Animal care salary                   | Oct-25        | £ 9,588.00           | £ 3,384.00      | £ 6,204.00      |
| City Bridge Foundation          | Staff costs                          | Nov-25        | £ 5,000.00           | £ 4,166.70      | £ 833.30        |

| Donor of Funds                              | Restricted Purpose | Month Donated | Bal B/F to 2025    | Applied in 2025    | Bal C/F to 2026    |
|---------------------------------------------|--------------------|---------------|--------------------|--------------------|--------------------|
| Total for the year 2025                     |                    |               | £ 33,978.00        | £ 20,755.36        | £ 13,222.64        |
| Total for the year 2024 and prior years B/F |                    |               | £ 4,591.30         | £ 4,591.30         | £ -                |
| At 31st December 2025                       |                    |               | <u>£ 38,569.30</u> | <u>£ 25,346.66</u> | <u>£ 13,222.64</u> |

# **Independent Examiner's Report to the Trustees of the ' HEATHROW SPECIAL NEEDS CENTRE '.**

I report on the accounts of the charity for the year ended 31 December 2025, which are set out on pages 1 - 6.

## **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.

It is my responsibility to :

- examine the accounts (under ss132-166, Charities Act 2011 (CA2011)).
- to follow the procedures laid down in the General Directions given by the Charity Commissioners and
- to state whether particular matters have come to my attention.

## **Basis of Independent Examiner's report.**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

## **Independent examiner's statement**

In connection with my examination no matter has come to my attention.



**S M Armstrong FMAAT FMATT**

**S M Armstrong & Co  
15-17 Church Street,  
Goring Square,  
Staines-upon-Thames  
Middlesex  
TW18 4EN**

**18th June 2026**



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# Accounts

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HEATHROW SPECIAL NEEDS CENTRE

REGISTERED CHARITY NUMBER 1155421

TRUSTEE'S ANNUAL REPORT

FOR THE PERIOD

1<sup>ST</sup> JANUARY 2024

TO

31<sup>ST</sup> DECEMBER 2024



|                               |         |
|-------------------------------|---------|
| TRUSTEE'S REPORT              | 1 – 7   |
| CHAIR OF TRUSTEES REPORT      | 8       |
| TREASURER'S REPORT            | 9       |
| FINANCIAL STATEMENTS          | F1 – F6 |
| INDEPENDENT EXAMINER'S REPORT | F7      |



# Trustees' Annual Report for the period

|      |                              |                                   |
|------|------------------------------|-----------------------------------|
|      | Period start date            | Period end date                   |
| From | 1 <sup>st</sup> January 2024 | To 31 <sup>st</sup> December 2024 |

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

|                                               |
|-----------------------------------------------|
| Bath Road                                     |
| Longford                                      |
| Middlesex                                     |
| Postcode <input type="text" value="UB7 0EF"/> |

### Names of the charity trustees who manage the charity

|    | Trustee name    | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-----------------|-----------------|-----------------------------------|---------------------------------------------------------------|
| 1  | Dorian Mead     | Chair           |                                   |                                                               |
| 2  | Damian Pearson  | Treasurer       |                                   |                                                               |
| 3  | Kenneth Tinslay | Secretary       |                                   |                                                               |
| 4  | Andrew Huxsted  |                 |                                   |                                                               |
| 5  | Verity Jones    | Safeguarding    |                                   |                                                               |
| 6  | Basil Miles     |                 |                                   |                                                               |
| 7  | Bernie Stacey   | Safeguarding    |                                   |                                                               |
| 8  |                 |                 |                                   |                                                               |
| 9  |                 |                 |                                   |                                                               |
| 10 |                 |                 |                                   |                                                               |
| 11 |                 |                 |                                   |                                                               |
| 12 |                 |                 |                                   |                                                               |
| 13 |                 |                 |                                   |                                                               |
| 14 |                 |                 |                                   |                                                               |
| 15 |                 |                 |                                   |                                                               |
| 16 |                 |                 |                                   |                                                               |
| 17 |                 |                 |                                   |                                                               |
| 18 |                 |                 |                                   |                                                               |
| 19 |                 |                 |                                   |                                                               |
| 20 |                 |                 |                                   |                                                               |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |



## Names and addresses of advisers (Optional information)

| Type of adviser | Name   | Address                              |
|-----------------|--------|--------------------------------------|
| Bank            | Lloyds | 73-75 High Street, Staines, TW18 4PP |
|                 |        |                                      |
|                 |        |                                      |
|                 |        |                                      |

## Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|                                                                     |                                                                                                       |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution of a Charitable Incorporated Organisation dated 26 <sup>th</sup> May 2015                |
| How the charity is constituted<br>(eg. trust, association, company) | Maximum number of Trustees: 12<br>Minimum number of Trustees: 3                                       |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Trustees are appointed by a resolution passed at a properly convened meeting of the charity trustees. |

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Child and Adult vulnerable protection policies are in place.  
Health and Safety policies and procedures are in place.

Enhanced Data Barring Checks are carried out prior to employment and volunteering and renewed every three years and comply with the Disclosure and Barring Service under the provisions of The Protection of Freedom Act 2013.

The Trustees meet at least twice per year and has overall responsibility for the management and administration of the funds and for the attainment of the charity's aims

The Trustees have delegated the following responsibilities to the Council of Management.

To endorse budgets and accounts

To examine the financial aspects of major projects

The employment of staff

Health and Safety review

The general administration of the charity's affairs on a day-to-day basis in line with the budget requirements set by the Trustees

All aspects of fundraising

Cash accounting and sales review



Insurance cover for Third Party and Personal Accident claims is provided by The National Farmers Union.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To relieve the needs of those with disabilities and special needs in particular and young offenders, those recovering from alcohol or substance abuse and those suffering conditions such as dementia or stroke by the provision of facilities, activities and educational training in London and the home counties.

To provide disabled people with the opportunity of horse riding to benefit their health and well-being.

In planning our activities for the year, the Trustees had regard to the guidance issued by the Charity Commission on public benefit.

The focus for the year is to enable people with disabilities and special needs including those with profound and multiple disabilities and special needs to enjoy the proven and measurable benefits of farm, animal and horticulture related activities.

Our activities provide outcomes of improved physical and mental wellbeing, improved self- confidence and self-esteem, education, learn new skills and happiness.

To foster a sense of personal achievement which is so important to people with disabilities and special needs. To help enable them participate more fully in society which reduces social isolation and improves community cohesion.

Activities comprise informal training and education in Animal Assisted Activities and management, horticulture.

Structured work experience placements for people with disabilities and special needs to help them enter the workplace.

Not for profit tea room/community hub managed by disadvantaged people. We provide a professional bistro style setting where disadvantaged people can socialise and enjoy refreshments in a non-judgemental environment.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**



## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Trustees are very grateful for the enormous contribution made by our member volunteers.

We appreciate the many hours spent by our volunteers working with and encouraging our beneficiaries.

Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Entry to the charity is free.

No charge for taking part in animal assisted activities and management, horticulture and gardening, being involved with the running of our not-for-profit café/community hub.

No charge for taking part in our structured work placements tailored to individual needs and abilities. The aim is to help is to help visitors enter the workplace. The benefits are tangible and measurable including increased confidence, social interaction and something interesting to talk about at job interviews.

Participation in activities is pre-booked and extremely popular. The Covid-19 lockdowns and rules created a pent-up demand for the charity services which continues with many enquiries being received from organisations and individual visitors and their carers.

'Walkabout Wednesday' takes place every Wednesday including during school holidays. It gives potential visitors the opportunity to visit the Centre without pre-booking to visit the animals and gardens and to discuss future visits and planned participation in our activities.

Our not for profit tea room/community hub managed by disadvantaged people is open Wednesdays and a popular venue where people with disabilities and special needs enjoy food and drink in a non-judgemental environment and professional bistro style setting.

Newly designed rebuilt small animal enclosures and well-maintained buildings and grounds presents a modern facility which enhances and encourages visitor interaction and benefit.

The Trustees have agreed to suspend horse riding for the time being due to financial pressures caused by the Covid-19 pandemic. They will review this activity as the financial climate improves and, in the meantime, concentrate on our other activities for the majority of our visitors.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees have determined a need to maintain six months running costs in reserves.

Expenses support the aims and objectives of the charity with less than 3% spent on administration. Surplus funds are held in reserve to support running costs.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Trustees are very grateful to the many donors both large and small for their support and although we would like to mention them all, space is restricted to those who have given a minimum £100.

If we have left anyone out, please accept our apologies.

Basil Miles, Charities Aid Foundation, City Bridge Foundation, David North Royal Hanover Lodge 1777, DHL, Electronic Handling, Enterprise Holdings Foundation, Enterprise Mobility, Enterprise Staff Giving, Freemasons Grand Charity, Geoff & Fiona Squire Ch. Trust, Jenny Birks, Kayhough Lodge LL3576, Kimberly Hulse, Lightning Dog Agility, Lodge of Mark Master Masons, Lord Barnby Foundation, Mr and Mrs Markham, Ralph Marsh, Masonic Grand Charity, Neil Leighton, Royal Antediluvian Order of Buffaloes, , Royal Thames Lodge, Sales Force, St. Giles Lodge of Master Masons, Staines Round Table, Stephen Armstrong & Co, Wraysbury Jazz Club

## Section F

## Other optional information

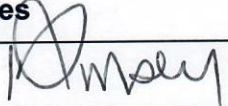
The charity was founded in 1986 and formerly known as Spelthorne farm project for the handicapped. It became Charitable Incorporated Organisation in 2015 with the new name: Heathrow Special Needs Centre. Charity Registration Number 1155421. The new charitable status enables the charity to broaden the opportunities it can provide to people with disabilities and special needs and also make Trusteeship an attractive opportunity.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|              |                                                                                  |  |
|--------------|----------------------------------------------------------------------------------|--|
| Signature(s) |  |  |
|--------------|----------------------------------------------------------------------------------|--|

|              |                 |  |
|--------------|-----------------|--|
| Full name(s) | Kenneth Tinslay |  |
|--------------|-----------------|--|

|                                     |                       |  |
|-------------------------------------|-----------------------|--|
| Position (eg Secretary, Chair, etc) | Secretary and Trustee |  |
|-------------------------------------|-----------------------|--|

|      |                                     |
|------|-------------------------------------|
| Date | Wednesday 15 <sup>th</sup> May 2025 |
|------|-------------------------------------|



# Chairman's Report 2024

I am very pleased to report that Heathrow Special Needs Centre has continued to provide all its core services to our visitors throughout this year. Although 2024 has seen a few undulations in income we have managed to maintain our structured delivery of activities for all attending.

It is noticeable that external factors relating to funding in the social care sector are having a profoundly detrimental effect on the more vulnerable in society. Often the loss of community transport, care support staff reductions or "streamlining" has meant groups and individuals have their previously regular diaries changed at short notice which can be so detrimental to their health and well-being.

The sincere thanks from all the Trustees go to our incredible staff and volunteers who really are the beating heart of this organisation as they maintain a safe and friendly environment for our visitors. Without their smile it would be a dull day and the benefits gained from each visit would be depleted.

This year has seen the return of a number of company staff volunteering days whereby a business gives practical support to the Centre. My personal highlight is always the Centrica group who have been coming for several consecutive days each Spring for over a decade. Having 70+ pairs of practical hands on site means a huge clean & tidy happens which is the kickstart to the best part of the year.

As the year comes to a close we have finally sourced five Alpacas who will be joining the Centre animal roster in the New Year. Extensive fundraising has taken place purely to fund these wonderful additions and special thanks goes to Wraysbury Jazz Club and Staines Round Table for their substantial grants in support of this project.

I conclude by confirming the appreciation of the Board of Trustees to all those without whom this Centre could not continue to deliver an amazing facility that remains free at the point of use. We are particularly grateful to Heathrow Airport Ltd who, via many of its various elements, support us on a daily basis. It really is appreciated and particularly by our visitors who are at the heart of everything we do and whose happy faces make any trials and tribulations worthwhile.

Dorian Mead  
Chair of Trustees



## Treasurer's Report

The Charity Accounts for the year ended 31 December 2024 follow and include details of restricted grants. The Accounts have been independently examined by S M Armstrong and his report is also attached.

Overall Donations and Grants in 2024 were significantly less than 2023 and less than outgoings with the charity drawing down reserves to cover the shortfall.

Government support in 2024 was again minimal, restricted to a small amount of gift aid, despite the widespread benefits provided by the centre to many disadvantaged residents that travel locally, from neighbouring boroughs and beyond on a regular basis.

Donations from Corporate and other organisations were substantially less than a very positive 2023 and dropping to the lowest level in many years, though generous corporate donations through the prior year allowed the centre to start 2024 with a strong cash balance which was used to continue operations through 2024. The Trustees are extremely grateful to organisations that regularly provide funds for running costs and take a further active interest through volunteer groups helping to keep the site fit to welcome our beneficiaries throughout the year.

Other donations received from individuals were similar to the prior year. It is hoped that with increasing visitor numbers, this area of fundraising will also improve, noting that as services are free to visitors at the point of delivery, the centre is grateful for all individuals that choose to make donations to the centre.

The centre generated a small amount of Trading Income in the year, mainly from the sale of farm produce.

Overall costs in 2024 were similar to 2023 despite continued inflationary pressures on all costs. The Trustees continue to focus on running the centre in the most financially efficient way to operate within available resources.

To maintain existing core offerings to our visitors, the centre is targeting a regular income in excess of £7,500 per month to cover basic employees' wages, utilities, animal feed & husbandry and repairs & maintenance.

The charity ended 2024 with reduced cash reserves but remain within the long running goal of retaining 6 months of running costs in unrestricted cash reserves, providing security of service provision. Raising sources of regular unrestricted funds remains a priority for the centre.

For those individual donors who can make and sign a Gift Aid Declaration, the charity can reclaim the Income Tax content of the donation from HM Revenue and Customs.

Damian Pearson ACMA  
CGMA Treasurer  
03<sup>rd</sup> May 2025



**HEATHROW SPECIAL NEEDS CENTRE**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

# HEATHROW SPECIAL NEEDS CENTRE

## Statement of Income and Expenditure for the Year ended 31 December 2024

|                                                                      | <u>Note</u> | <u>2024</u><br>£     | <u>2023</u><br>£      |
|----------------------------------------------------------------------|-------------|----------------------|-----------------------|
| <b><u>Income</u></b>                                                 |             |                      |                       |
| Donations receivable                                                 | 2           |                      |                       |
| Trading Income                                                       | 3           | 40,222               | 120,686               |
| Other income (bank interest)                                         |             | 3,286                | 1,797                 |
|                                                                      |             | <u>1,034</u>         | <u>292</u>            |
| <b>Total Income</b>                                                  |             | <u><u>44,542</u></u> | <u><u>122,775</u></u> |
| <b><u>Expenditure</u></b>                                            |             |                      |                       |
| Charitable activities                                                | 4           | 77,050               | 69,586                |
| Administration                                                       | 5           | 1,828                | 2,449                 |
| Depreciation of assets                                               |             | 1,224                | 1,224                 |
| <b>Total Expenditure</b>                                             |             | <u><u>80,102</u></u> | <u><u>73,259</u></u>  |
| <b>Excess( Deficit ) of Income<br/>over Expenditure for the year</b> |             | -35,560              | 49,516                |
| <b>Endowment Fund Balance b/f</b>                                    |             | 76,459               | 26,943                |
| <b>Endowment Fund Balance c/f</b>                                    |             | <u><u>40,899</u></u> | <u><u>76,459</u></u>  |



# HEATHROW SPECIAL NEEDS CENTRE

## Balance Sheet as at 31 December 2024

|                                                                                   | Note | <u>2024</u><br>£     | <u>2023</u><br>£     |
|-----------------------------------------------------------------------------------|------|----------------------|----------------------|
| <b><u>ASSETS</u></b>                                                              |      |                      |                      |
| <b><u>Fixed Assets</u></b>                                                        |      |                      |                      |
| Centre assets at Net book value                                                   |      | 3,671                | 4,895                |
| Leasehold property and improvements thereto at cost and value at time of donation | 6    | <u>104,273</u>       | <u>104,273</u>       |
|                                                                                   |      | 107,944              | 109,168              |
| <b><u>Amortisation</u></b>                                                        |      |                      |                      |
| Calculated to write off the cost etc over the 5-year term of the lease            |      | 104,272              | 103,174              |
| Net Book Value at 31 December 2024                                                |      | <u>3,672</u>         | <u>5,994</u>         |
| <b><u>Current Assets</u></b>                                                      |      |                      |                      |
| Debtors                                                                           | 7    | 0                    | 756                  |
| Cash at Bank                                                                      | 8    | 52,050               | 90,275               |
| Cash in Hand                                                                      |      | <u>0</u>             | <u>0</u>             |
|                                                                                   |      | 52,050               | 91,031               |
| <b><u>TOTAL ASSETS</u></b>                                                        |      | 55,722               | 97,025               |
| <b><u>LIABILITIES</u></b>                                                         |      |                      |                      |
| Creditors and Accrued charges                                                     | 9    | <u>14,823</u>        | <u>20,566</u>        |
| Endowment Fund at 31 December 2024                                                |      | <u><u>40,899</u></u> | <u><u>76,459</u></u> |

The Accounts were approved by the Board on

May 2025 and signed on its behalf.



Dorian G Mead  
Chairman



Ken Tinslay  
Secretary

**Notes forming part of the Financial Statements  
For the Year ended 31 December 2024**

**1. Accounting Policies**

There has been no change to the accounting policies during the year.

The financial statements have been prepared under the historic cost convention using the following accounting policies.

**Basis of Accounting**

These Accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, not as cash received and paid.

**Fund raising**

The charity's endowment funds include all funds of the charity, which it may use for its purposes at its discretion. All the assets are vested in the trustees.

**Income**

All voluntary income is included in income on receipt. Donations under the gift aid scheme plus the associated income tax recovery are recognised as income when the donation is received. Specific donations are applied according to the requirements of the donor and are accounted for in accordance with the Charities SORP. Donations of items other than cash are included in income at market value on receipt.

**Fixed assets and depreciation**

Fixed assets are included in the accounts at the historical cost and in the case of donated assets, at fair value at the date of acquisition.

Depreciation is provided to write off the cost less estimated residual value of all fixed assets over their expected useful lives. It is calculated on the original cost of the assets at the following rates :

|                           |                       |
|---------------------------|-----------------------|
| Leasehold buildings       | 20% on cost per annum |
| Centre & Office equipment | 20% on cost per annum |

The leasehold property and improvements thereto are amortised over the term of the lease.

**Administration expenditure**

Administration expenditure comprises all costs incurred in running the charity, which cannot be directly related to the charity's project.



# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2024 (cont'd)

|                                        | <u>2024</u>   | <u>2023</u>    |
|----------------------------------------|---------------|----------------|
|                                        | £             | £              |
| <b>2. <u>Donations receivable</u></b>  |               |                |
| Corporate Donations/Grants             | 24,103        | 117,402        |
| Other Donations/Grants                 | 14,286        | 12,348         |
| Donated Items                          | <u>1,833</u>  | <u>2,040</u>   |
|                                        | <u>40,222</u> | <u>131,790</u> |
| <b>3. <u>Trading Income</u></b>        |               |                |
| Farm and produce sales                 | 1,746         | 1,557          |
| Misc trading income                    | <u>1,540</u>  | <u>240</u>     |
|                                        | <u>3,286</u>  | <u>1,797</u>   |
| <b>4. <u>Charitable activities</u></b> |               |                |
| Training and CRB staff costs           | 734           | 248            |
| Supplies                               | 19,142        | 11,761         |
| Staff costs                            | 36,087        | 34,568         |
| Honoraria                              | 3,000         | 3,000          |
| Fund raising                           | 216           | 468            |
| Utilities                              | 4,495         | 7,148          |
| Insurances                             | 9,262         | 8,510          |
| Memberships                            | 646           | 0              |
| Telecommunications                     | 693           | 1,060          |
| Property maintenance and renewals      | 1,187         | 429            |
| Motor and travelling                   | 490           | 110            |
| Amortise - Leasehold improvements      | 1,098         | 1,784          |
| Horse & Riding Equipment               | 0             | 500            |
|                                        | <u>77,050</u> | <u>69,586</u>  |
| <b>5. <u>Administration</u></b>        |               |                |
| Payroll and administration fees        | 877           | 1,281          |
| Accountancy/review fee                 | 840           | 840            |
| Postage, stationery and sundries       | <u>111</u>    | <u>328</u>     |
|                                        | <u>1,828</u>  | <u>2,449</u>   |

Notes forming part of the Financial Statements  
For the Year ended 31 December 2024 (cont'd )

|                                                                                                                                                                                  | 2024             | 2023             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
|                                                                                                                                                                                  | £                | £                |
| 6. <u>Leasehold property and improvements</u>                                                                                                                                    |                  |                  |
| Balance b/f                                                                                                                                                                      | 104,273          | 104,273          |
| Additions                                                                                                                                                                        | 0                | 0                |
|                                                                                                                                                                                  | <u>104,273</u>   | <u>104,273</u>   |
| Balance at 31 December 2024                                                                                                                                                      |                  |                  |
|                                                                                                                                                                                  | <u>104,273</u>   | <u>104,273</u>   |
| 7. <u>Debtors</u>                                                                                                                                                                |                  |                  |
| Gift Aid                                                                                                                                                                         | 0                | 756              |
|                                                                                                                                                                                  | <u>0</u>         | <u>756</u>       |
| 8. <u>Cash at Bank</u>                                                                                                                                                           |                  |                  |
| Current Account                                                                                                                                                                  | 10,725           | 49,984           |
| Deposit Account                                                                                                                                                                  | 41,325           | 40,291           |
|                                                                                                                                                                                  | <u>52,050</u>    | <u>90,275</u>    |
| 9. <u>Creditors and Accrued charges</u>                                                                                                                                          |                  |                  |
| Sinking Fund Reserve                                                                                                                                                             | 5,000            | 5,000            |
| Accountancy/review fee                                                                                                                                                           | 840              | 840              |
| Honoraria                                                                                                                                                                        | 500              | 500              |
| Payroll costs                                                                                                                                                                    | 3,191            | 3,195            |
| Restricted Income(Note 10)                                                                                                                                                       | 4,592            | 11,031           |
| Utilities                                                                                                                                                                        | 700              | 0                |
|                                                                                                                                                                                  | <u>14,823</u>    | <u>20,566</u>    |
| 10. <u>Restricted Income</u>                                                                                                                                                     |                  |                  |
| During the Year, Grants were received from various organisations for specific purposes.<br>The Grants have been accounted for in accordance with the Charities SORP as follows : |                  |                  |
|                                                                                                                                                                                  | £                | £                |
| Balance b/f                                                                                                                                                                      | 11,031           | 7,007            |
| Grants received in 2024 (page 6)                                                                                                                                                 | 6,962            | 20,596           |
| Applied in year (page 6)                                                                                                                                                         | <u>(-13,401)</u> | <u>(-16,572)</u> |
| Balance c/f to 2025 (note 9 )                                                                                                                                                    | <u>4,592</u>     | <u>11,031</u>    |



# HEATHROW SPECIAL NEEDS CENTRE

Notes forming part of the Financial Statements for the year ended 31st December 2024

## Balance of Restricted Grants received in 2023 and prior and applied in 2024

| Donor of Funds              | Restricted Purpose                                                       | Month Donated | Bal B/F to 2024 | Applied in 2024 | Bal C/F to 2025 |
|-----------------------------|--------------------------------------------------------------------------|---------------|-----------------|-----------------|-----------------|
| Staines Round Table         | Improving facilities or providing materials to deliver client activities | Jan-21        | £ 7,006.77      | £ 7,006.77      | £ -             |
| Surrey Community Foundation | Staff costs                                                              | Aug-23        | £ 2,228.00      | £ 2,228.00      | £ -             |
| Co-Op                       | Garden Materials                                                         | Nov-23        | £ 1,796.30      | £ -             | £ 1,796.30      |

## Schedule of Restricted Grants received in 2024 and applied in the year.

| Donor of Funds         | Restricted Purpose     | Month Donated | Bal received in 2024 | Applied in 2024 | Bal C/F to 2025 |
|------------------------|------------------------|---------------|----------------------|-----------------|-----------------|
| Centrica               | Site improvement works | Oct-24        | £ 1,961.70           | £ -             | £ 1,961.70      |
| City Bridge Foundation | Staff costs            | Dec-24        | £ 5,000.00           | £ 4,166.70      | £ 833.30        |

| Donor of Funds                              | Restricted Purpose | Month Donated | Bal B/F to 2024    | Applied in 2024    | Bal C/F to 2025   |
|---------------------------------------------|--------------------|---------------|--------------------|--------------------|-------------------|
| Total for the year 2024                     |                    |               | £ 6,961.70         | £ 4,166.70         | £ 2,795.00        |
| Total for the year 2023 and prior years B/F |                    |               | £ 11,031.07        | £ 9,234.77         | £ 1,796.30        |
| At 31st December 2024                       |                    |               | <u>£ 17,992.77</u> | <u>£ 13,401.47</u> | <u>£ 4,591.30</u> |

# **Independent Examiner's Report to the Trustees of the ' HEATHROW SPECIAL NEEDS CENTRE '.**

I report on the accounts of the charity for the year ended 31 December 2024, which are set out on pages 1 - 6.

## **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.

It is my responsibility to :

- examine the accounts (under ss132-166, Charities Act 2011 (CA2011)).
- to follow the procedures laid down in the General Directions given by the Charity Commissioners and
- to state whether particular matters have come to my attention.

## **Basis of Independent Examiner's report.**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

## **Independent examiner's statement**

In connection with my examination no matter has come to my attention.



**S M Armstrong FMAAT FMATT**

**S M Armstrong & Co  
15-17 Church Street,  
Goring Square,  
Staines-upon-Thames  
Middlesex  
TW18 4EN**

**2 May 2025**



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# Accounts

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# Trustees' Annual Report for the period

|      |                   |         |      |    |                  |          |      |
|------|-------------------|---------|------|----|------------------|----------|------|
| From | Period start date |         |      | To | Period end date  |          |      |
|      | 1 <sup>st</sup>   | January | 2023 |    | 31 <sup>st</sup> | December | 2023 |

## Section A

### Reference and administration details

|                                    |                               |         |  |
|------------------------------------|-------------------------------|---------|--|
| Charity name                       | Heathrow Special Needs Centre |         |  |
| Other names charity is known by    |                               |         |  |
| Registered charity number (if any) | 1155421                       |         |  |
| Charity's principal address        | Bath Road                     |         |  |
|                                    | Longford                      |         |  |
|                                    | Middlesex                     |         |  |
|                                    | Postcode                      | UB7 0EF |  |

### Names of the charity trustees who manage the charity

|    | Trustee name    | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-----------------|-----------------|-----------------------------------|---------------------------------------------------------------|
| 1  | Dorian Mead     | Chair           |                                   |                                                               |
| 2  | Damian Pearson  | Treasurer       |                                   |                                                               |
| 3  | Kenneth Tinslay | Secretary       |                                   |                                                               |
| 4  | Andrew Huxsted  |                 |                                   |                                                               |
| 5  | Verity Jones    |                 |                                   |                                                               |
| 6  | Basil Miles     |                 |                                   |                                                               |
| 7  | Bernie Stacey   |                 |                                   |                                                               |
| 8  |                 |                 |                                   |                                                               |
| 9  |                 |                 |                                   |                                                               |
| 10 |                 |                 |                                   |                                                               |
| 11 |                 |                 |                                   |                                                               |
| 12 |                 |                 |                                   |                                                               |
| 13 |                 |                 |                                   |                                                               |
| 14 |                 |                 |                                   |                                                               |
| 15 |                 |                 |                                   |                                                               |
| 16 |                 |                 |                                   |                                                               |
| 17 |                 |                 |                                   |                                                               |
| 18 |                 |                 |                                   |                                                               |
| 19 |                 |                 |                                   |                                                               |
| 20 |                 |                 |                                   |                                                               |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |



## Names and addresses of advisers (Optional information)

| Type of adviser | Name   | Address                              |
|-----------------|--------|--------------------------------------|
| Bank            | Lloyds | 73-75 High Street, Staines, TW18 4PP |
|                 |        |                                      |
|                 |        |                                      |
|                 |        |                                      |

## Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|                                                                     |                                                                                                       |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution of a Charitable Incorporated Organisation dated 26 <sup>th</sup> May 2015                |
| How the charity is constituted<br>(eg. trust, association, company) | Maximum number of Trustees: 12<br>Minimum number of Trustees: 3                                       |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Trustees are appointed by a resolution passed at a properly convened meeting of the charity trustees. |

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Child and vulnerable protection policies are in place.  
Health and Safety policies and procedures are in place.

Enhanced Data Barring Checks are carried out prior to employment and volunteering and renewed every three years and comply with the Disclosure and Barring Service under the provisions of The Protection of Freedom Act 2013.

The Trustees meet at least twice per year and has overall responsibility for the management and administration of the funds and for the attainment of the charity's aims

The Trustees have delegated the following responsibilities to the Council of Management.

To endorse budgets and accounts

To examine the financial aspects of major projects

The employment of staff

Health and Safety review

The general administration of the charity's affairs on a day-to-day basis in line with the budget requirements set by the Trustees

All aspects of fundraising

Cash accounting and sales review

The committee will include a Chair nominated by the Trustees



Insurance cover for Third Party and Personal Accident claims is provided by The National Farmers Union.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To relieve the needs of those with disabilities and special needs in particular and young offenders, those recovering from alcohol or substance abuse and those suffering conditions such as dementia or stroke by the provision of facilities, activities and educational training in London and the home counties.

To provide disabled people with the opportunity of horse riding to benefit their health and well-being.

In planning our activities for the year, the Trustees had regard to the guidance issued by the Charity Commission on public benefit.

The focus for the year is to enable people with disabilities and special needs including those with profound and multiple disabilities and special needs to enjoy the proven and measurable benefits of farm, animal and horticulture related activities.

Our activities provide outcomes of improved physical and mental wellbeing, improved self- confidence and self-esteem, education, learn new skills and happiness.

To foster a sense of personal achievement which is so important to people with disabilities and special needs. To help enable them participate more fully in society which reduces social isolation and improves community cohesion.

Activities comprise informal training and education in Animal care and management, horticulture.

Structured work experience placements for people with disabilities and special needs to help them enter the workplace.

Not for profit tea room/community hub managed by disadvantaged people. We provide a professional bistro style setting where disadvantaged people can socialise and enjoy refreshments in a non-judgemental environment.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**



## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Trustees are very grateful for the enormous contribution made by our member volunteers.

We appreciate the many hours spent by our volunteers working with and encouraging our beneficiaries.

Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.

## Section D

## Achievements and performance



**Summary of the main achievements of the charity during the year**

Entry to the charity is free.

No charge for taking part in activities of animal care and management, horticulture and gardening, being involved with the running of our not-for-profit café/community hub.

No charge for taking part in our structured work placements tailored to individual needs and abilities. The aim is to help is to help beneficiaries enter the workplace. The benefits are tangible and measurable including increased confidence, social interaction something interesting to talk about at job interviews.

Participation in activities is pre-booked and extremely popular. The Covid-19 lockdowns and rules created a pent-up demand for the charity services with many enquiries being received from organisations and individual beneficiaries and their carers.

'Walkabout Wednesday' takes place every Wednesday including during school holidays. It gives potential beneficiaries the opportunity to visit the Centre without pre-booking to visit the animals and gardens and to discuss future visits and planned participation in our activities.

Our not for profit tea room/community hub managed by disadvantaged people is open Wednesdays and a popular venue where people with disabilities and special needs enjoy food and drink in a non-judgemental environment and professional bistro style setting.

Newly designed rebuilt small animal enclosures and well-maintained buildings and grounds presents a modern facility which enhances and encourages beneficiary interaction and benefit.

The Trustees have agreed to suspend horse riding for the time being due to financial pressures caused by the Covid-19 pandemic. They will review this activity as the financial climate improves and, in the meantime, concentrate on our other activities for the majority of our beneficiaries.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees have determined a need to maintain six months running costs in reserves.

Expenses support the aims and objectives of the charity with less than 3% spent on administration. Surplus funds are held in reserve to support running costs.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Trustees are very grateful to the many donors both large and small for their support and although we would like to mention them all, space is restricted to those who have given a minimum £100.  
If we have left anyone out, please accept our apologies.  
Anton Jurgens CH Trust, Ashford Rotary Club, Ashley Ironmonger, Basil Miles, Cardinal Global Logistics, Charities Aid Foundation, City Bridge Foundation, Coca Cola, Co-op, Courier Facilities Ltd, Denholm Logistics, DHL, Drayonian Chapter C3980, Edward Gostling Foundation, Enterprise Holdings Foundation, Enterprise Staff Giving, Egham Churches, Firmenich Ltd, Freemasons Grand Charity, Freemasons Middlesex Provincial Relief Fund, John and Susan Bowers Charitable Trust, Jon Boyton, Kimberly Hulse, Mr and Mrs Jenner, Mr and Mrs Markham, Mrs Da Keen, Mrs Ragavan, Quadratic Lodge of Master Masons, Record Financial Group, Roger Laing, David North Royal Hanover Lodge 1777, Sangeet Chonan, Scarlett Stephens, Sir Jules Thorn Charitable Trust, Staines Round Table, Stephen Armstrong. Surrey Community Foundation

## Section F

## Other optional information

The charity was founded in 1986 and formerly known as Spelthorne farm project for the handicapped. It became Charitable Incorporated Organisation in 2015 with the new name: Heathrow Special Needs Centre. Charity Registration Number 1155421. The new charitable status enables the charity to broaden the opportunities it can provide to people with disabilities and special needs and also make Trusteeship an attractive opportunity.



**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

*K Tinsley*

Full name(s)

Kenneth Tinslay

Position (eg Secretary, Chair,  
etc)

Secretary and Trustee

Date

Monday 16<sup>th</sup> September 2024



# HSNC Chairman's Report 2023

At the close of 2023 the Heathrow Special Needs Centre continues to provide its core services to clients with varying degrees of special needs who attend our safe, secure and friendly environment here in Longford.

The pre-booking system for most of our opening days ensures meaningful activities are available to visitors and tailored to their needs and aspirations. WalkAbout Wednesdays continue to be popular with an average 70 beneficiaries on that day and although no guarantee of related tasks this unbooked attendance day often acts as a lead to returning in a more structured manner on other days by appointment. Wednesdays are hectic but always engaging and fun.

Continued stresses on the nation's finances have been reflected in our donation levels. Although our position has improved over the past twelve months our fixed expenses erode those numbers quickly. Your Board of Trustees, to whom I am grateful for their fortitude, have continued to provide support and assistance to the Centre in so many ways as we guide ourselves through these times.

Both myself and the Trustees wish to formally thank our staff and volunteers for ensuring the Centre both delivers a unique experience for our clients as well as caring for our animals who create that interaction that is the highlight of any visit.

At the end of 2023 there are signs of improvement in businesses wishing to reconnect with us as the airport and associated companies start to recover confidence. Funding from grant providers is reduced as these organisations have so many additional requests due to the cost of living crisis. It is hoped that 2024 will see the fruits of our proactive efforts to reach out to likeminded supporters will help put the Centre on a more sustained path regards funding.

We receive many kind words and testimonials from clients, carers and parents that show why the Centre is such a valued resource to those who benefit from attending and, although for confidentiality reasons we cannot make many of these publicly available, it is knowing the tangible difference the Centre makes to the lives of disadvantaged people that drives us to continue our work.

To close I would like once again to thank all who support the aims of Heathrow Special Needs Centre and allow us to create happy moments for all our visitors and we look forward to continuing this for many years to come.

Dorian Mead

Chair of Trustees Sent from my iPad



## Treasurer's Report

The Charity Accounts for the year ended 31 December 2023 follow and include details of restricted grants. The Accounts have been independently examined by S M Armstrong and his report is also attached.

Overall Donations and Grants in 2023 were improved compared to 2022, stabilising the financial position of the charity following a number of challenging years.

Government support in 2023 was again minimal, restricted to a small amount of gift aid, despite the widespread benefits provided by the centre to many disadvantaged residents that travel locally, from neighbouring boroughs and beyond on a regular basis.

Donations from Corporate and other organisations were very positive in 2023, allowing the centre to replenish reserves and securing the viability of the charity in the medium term. It is encouraging to note both the continued support received from key organisations and donations from new sources during the year. The Trustees are extremely grateful to organisations that regularly provide funds for running costs and take a further active interest through volunteer groups helping to keep the site fit to welcome our beneficiaries throughout the year.

Other donations received from individuals were in line with 2022. It is hoped that with increasing visitor numbers, this area of fundraising will also improve, noting that as services are free to visitors at the point of delivery, the centre is grateful for all individuals that choose to make donations to the centre.

Trading income was reduced in 2023 following the end of a facility share with another local charity during 2022.

Overall costs in 2023 were similar to 2022 though digging deeper this is the combination of continued significant cost inflation pressures, alongside an ongoing focus on running the centre in the most financially efficient way to operate within available resources. To maintain existing core offerings to our visitors, the centre is targeting a regular income in excess of £7,500 per month to cover basic employees' wages, utilities, animal feed & husbandry and repairs & maintenance.

The charity ended 2023 with stronger cash reserves and are within the long running goal of retaining 6 months of running costs in unrestricted cash reserves, providing security of service provision. Raising sources of regular unrestricted funds remains a priority for the centre.

For those individual donors who can make and sign a Gift Aid Declaration, the charity can reclaim the Income Tax content of the donation from HM Revenue and Customs.

Damian Pearson ACMA CGMA

Treasurer

09<sup>th</sup> September 2024



**HEATHROW SPECIAL NEEDS CENTRE**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

# HEATHROW SPECIAL NEEDS CENTRE

## Statement of Income and Expenditure for the Year ended 31 December 2023

|                                                                      | <u>Note</u> | <u>2023</u><br>£ | <u>2022</u><br>£ |
|----------------------------------------------------------------------|-------------|------------------|------------------|
| <b><u>Income</u></b>                                                 |             |                  |                  |
| Donations receivable                                                 | 2           | 120,686          | 74,185           |
| Trading Income                                                       | 3           | 1,797            | 11,961           |
| Other income (bank interest)                                         |             | 292              | 0                |
| <b>Total Income</b>                                                  |             | <u>122,775</u>   | <u>86,146</u>    |
| <b><u>Expenditure</u></b>                                            |             |                  |                  |
| Charitable activities                                                | 4           | 69,586           | 75,979           |
| Administration                                                       | 5           | 2,449            | 1,825            |
| Depreciation of assets                                               |             | 1,224            | 0                |
| <b>Total Expenditure</b>                                             |             | <u>73,259</u>    | <u>77,804</u>    |
| <b>Excess( Deficit ) of Income<br/>over Expenditure for the year</b> |             | 49,516           | 8,342            |
| <b>Endowment Fund Balance b/f</b>                                    |             | 26,943           | 18,601           |
| <b>Endowment Fund Balance c/f</b>                                    |             | <u>76,459</u>    | <u>26,943</u>    |



# HEATHROW SPECIAL NEEDS CENTRE

## Balance Sheet as at 31 December 2023

|                                                                                   | Note | <u>2023</u><br>£          | <u>2022</u><br>£          |
|-----------------------------------------------------------------------------------|------|---------------------------|---------------------------|
| <b><u>ASSETS</u></b>                                                              |      |                           |                           |
| <b><u>Fixed Assets</u></b>                                                        |      |                           |                           |
| Centre assets at Net book value                                                   |      | 4,895                     | 1                         |
| Leasehold property and improvements thereto at cost and value at time of donation | 6    | <u>104,273</u><br>109,168 | <u>104,273</u><br>104,274 |
| <b><u>Amortisation</u></b>                                                        |      |                           |                           |
| Calculated to write off the cost etc over the 5-year term of the lease            |      | 103,174                   | 101,390                   |
| Net Book Value at 31 December 2023                                                |      | <u>5,994</u>              | <u>4,668</u>              |
| <b><u>Current Assets</u></b>                                                      |      |                           |                           |
| Horse & riding equipment at value                                                 |      | 0                         | 500                       |
| Debtors                                                                           | 7    | 756                       | 6,000                     |
| Cash at Bank                                                                      | 8    | 90,275                    | 33,999                    |
| Cash in Hand                                                                      |      | <u>0</u>                  | <u>323</u>                |
|                                                                                   |      | <u>91,031</u>             | <u>40,822</u>             |
| <b><u>TOTAL ASSETS</u></b>                                                        |      | 97,025                    | 43,706                    |
| <b><u>LIABILITIES</u></b>                                                         |      |                           |                           |
| Creditors and Accrued charges                                                     | 9    | <u>20,566</u>             | <u>16,691</u>             |
| <b>Endowment Fund at 31 December 2023</b>                                         |      | <u><u>76,459</u></u>      | <u><u>26,943</u></u>      |

The Accounts were approved by the Board on September 2024 and signed on its behalf.

*D. Mead*

Dorian G Mead  
Chairman

*Ken Tinslay*

Ken Tinslay  
Secretary



# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2023

### 1. Accounting Policies

There has been no change to the accounting policies during the year.

The financial statements have been prepared under the historic cost convention using the following accounting policies.

#### Basis of Accounting

These Accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, not as cash received and paid.

#### Fund raising

The charity's endowment funds include all funds of the charity, which it may use for its purposes at its discretion. All the assets are vested in the trustees.

#### Income

All voluntary income is included in income on receipt. Donations under the gift aid scheme plus the associated income tax recovery are recognised as income when the donation is received. Specific donations are applied according to the requirements of the donor and are accounted for in accordance with the Charities SORP. Donations of items other than cash are included in income at market value on receipt.

#### Fixed assets and depreciation

Fixed assets are included in the accounts at the historical cost and in the case of donated assets, at fair value at the date of acquisition.

Depreciation is provided to write off the cost less estimated residual value of all fixed assets over their expected useful lives. It is calculated on the original cost of the assets at the following rates :

|                           |                       |
|---------------------------|-----------------------|
| Leasehold buildings       | 20% on cost per annum |
| Centre & Office equipment | 20% on cost per annum |

The leasehold property and improvements thereto are amortised over the term of the lease.

#### Administration expenditure

Administration expenditure comprises all costs incurred in running the charity, which cannot be directly related to the charity's project.



# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2023 (cont'd)

|                                        | <u>2023</u>    | <u>2022</u>   |
|----------------------------------------|----------------|---------------|
|                                        | £              | £             |
| <b>2. <u>Donations receivable</u></b>  |                |               |
| HMRC CJRS/Government Grants            | 0              | 2,677         |
| Corporate Donations/Grants             | 117,402        | 57,520        |
| Other Donations/Grants                 | 12,348         | 11,958        |
| Donated Items                          | 2,040          | 2,040         |
|                                        | <u>131,790</u> | <u>74,195</u> |
| <b>3. <u>Trading Income</u></b>        |                |               |
| Farm and produce sales                 | 1,557          | 1,057         |
| Misc trading income                    | 240            | 10,904        |
|                                        | <u>1,797</u>   | <u>11,961</u> |
| <b>4. <u>Charitable activities</u></b> |                |               |
| Training and CRB staff costs           | 248            | 700           |
| Supplies                               | 11,761         | 15,353        |
| Staff costs                            | 34,568         | 42,029        |
| Honoraria                              | 3000           | 3000          |
| Fund raising                           | 468            | 678           |
| Utilities                              | 7,148          | 3,484         |
| Insurances                             | 8,510          | 8,010         |
| Memberships                            | 0              | 156           |
| Telecommunications                     | 1,060          | 614           |
| Property maintenance and renewals      | 429            | 171           |
| Motor and travelling                   | 110            | 0             |
| Amortise - Leasehold improvements      | 1,784          | 1784          |
| Horse & Riding Equipment               | 500            | 0             |
|                                        | <u>69,586</u>  | <u>75,979</u> |
| <b>5. <u>Administration</u></b>        |                |               |
| Payroll and administration fees        | 1,281          | 759           |
| Accountancy/review fee                 | 840            | 840           |
| Postage, stationery and sundries       | 328            | 226           |
|                                        | <u>2,449</u>   | <u>1,825</u>  |



# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2023 (cont'd )

|                                                                                                                                                                                  | <u>2023</u><br>£      | <u>2022</u><br>£      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|
| <b>6. <u>Leasehold property and improvements</u></b>                                                                                                                             |                       |                       |
| Balance b/f                                                                                                                                                                      | 104,273               | 104,273               |
| Additions                                                                                                                                                                        | <u>0</u>              | <u>0</u>              |
| Balance at 31 December 2023                                                                                                                                                      | <u><u>104,273</u></u> | <u><u>104,273</u></u> |
| <b>7. <u>Debtors</u></b>                                                                                                                                                         |                       |                       |
| Cheques in hand                                                                                                                                                                  | 0                     | 6,000                 |
| Gift Aid                                                                                                                                                                         | <u>756</u>            | <u>0</u>              |
|                                                                                                                                                                                  | <u><u>756</u></u>     | <u><u>6,000</u></u>   |
| <b>8. <u>Cash at Bank</u></b>                                                                                                                                                    |                       |                       |
| Current Account                                                                                                                                                                  | 49,984                | 33,999                |
| Deposit Account                                                                                                                                                                  | <u>40,291</u>         | <u>0</u>              |
|                                                                                                                                                                                  | <u><u>90,275</u></u>  | <u><u>33,999</u></u>  |
| <b>9. <u>Creditors and Accrued charges</u></b>                                                                                                                                   |                       |                       |
| Sinking Fund Reserve                                                                                                                                                             | 5,000                 | 5,000                 |
| Accountancy/review fee                                                                                                                                                           | 840                   | 816                   |
| Honoraria                                                                                                                                                                        | 500                   | 500                   |
| Payroll costs                                                                                                                                                                    | 3,195                 | 3,440                 |
| Restricted Income(Note 10)                                                                                                                                                       | 11,031                | 7,007                 |
|                                                                                                                                                                                  | <u>20,566</u>         | <u>16,763</u>         |
| <b>10. <u>Restricted Income</u></b>                                                                                                                                              |                       |                       |
| During the Year, Grants were received from various organisations for specific purposes.<br>The Grants have been accounted for in accordance with the Charities SORP as follows : |                       |                       |
|                                                                                                                                                                                  | £                     | £                     |
| Balance b/f                                                                                                                                                                      | 7,007                 | 12,623                |
| Grants received in 2023 (page 6)                                                                                                                                                 | 20,596                | 13,249                |
| Applied in year (page 6)                                                                                                                                                         | <u>(-16,572)</u>      | <u>(-18,865)</u>      |
| Balance c/f to 2024 (note 9 )                                                                                                                                                    | <u><u>11,031</u></u>  | <u><u>7,007</u></u>   |



# HEATHROW SPECIAL NEEDS CENTRE

Notes forming part of the Financial Statements for the year ended 31st December 2023

## Balance of Restricted Grants received in 2020 and prior and applied in 2021

| Donor of Funds      | Restricted Purpose                                            | Month Donated | Bal B/F to 2023 | Applied in 2023 | Bal C/F to 2024 |
|---------------------|---------------------------------------------------------------|---------------|-----------------|-----------------|-----------------|
| Staines Round Table | Improving or providing materials to deliver client activities | Jan-21        | £ 7,006.77      | £ -             | £7,006.77       |

## Schedule of Restrictred Grants received in 2023 and applied in the year.

| Donor of Funds                                     | Restricted Purpose                      | Month Donated        | Bal B/F to 2023          | Applied in 2023          | Bal C/F to 2024          |
|----------------------------------------------------|-----------------------------------------|----------------------|--------------------------|--------------------------|--------------------------|
| Staines Round Table                                | Operating costs                         | Jan-23               | £ 12,000.00              | £ 12,000.00              | £0.00                    |
| Cardinal Global Logistics                          | Animal Health                           | Mar-23               | £ 500.00                 | £ 500.00                 | £0.00                    |
| Record Financial Group                             | Railway sleepers repairs to raised beds | May-23               | £ 1,000.00               | £ 1,000.00               | £0.00                    |
| Surrey Community Foundation                        | Staff Costs                             | Aug-23               | £ 5,300.00               | £ 3,072.00               | £2,228.00                |
| Co-Op                                              | Garden Materials                        | Nov-23               | £ 1,796.30               | £ -                      | £1,796.30                |
| <b>Donor of Funds</b>                              | <b>Restricted Purpose</b>               | <b>Month Donated</b> | <b>Bal B/F to 2023</b>   | <b>Applied in 2023</b>   | <b>Bal C/F to 2024</b>   |
| <b>Total for the year 2023</b>                     |                                         |                      | <b>£ 20,596.30</b>       | <b>£ 16,572.00</b>       | <b>£ 4,024.30</b>        |
| <b>Total for the year 2022 And prior years B/F</b> |                                         |                      | <b>£ 7,006.77</b>        | <b>£ -</b>               | <b>£ 7,006.77</b>        |
| <b>At 31st December 2023</b>                       |                                         |                      | <b><u>£27,603.07</u></b> | <b><u>£16,572.00</u></b> | <b><u>£11,031.07</u></b> |



# **Independent Examiner's Report to the Trustees of the ' HEATHROW SPECIAL NEEDS CENTRE ' .**

I report on the accounts of the charity for the year ended 31 December 2023, which are set out on pages 1 - 6.

## **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.

It is my responsibility to :

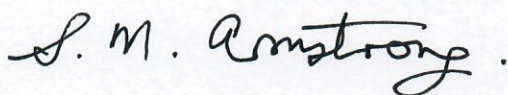
- examine the accounts (under ss132-166, Charities Act 2011 (CA2011)).
- to follow the procedures laid down in the General Directions given by the Charity Commissioners and
- to state whether particular matters have come to my attention.

## **Basis of Independent Examiner's report.**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

## **Independent examiner's statement**

In connection with my examination no matter has come to my attention.



**S M Armstrong FMAAT FMATT**

**S M Armstrong & Co  
15-17 Church Street,  
Goring Square,  
Staines-upon-Thames  
Middlesex  
TW18 4EN**

**September 2024**



**HEATHROW SPECIAL NEEDS CENTRE**

England & Wales - Charity number 1155421

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# Accounts

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HEATHROW SPECIAL NEEDS CENTRE

REGISTERED CHARITY NUMBER 1155421

TRUSTEE'S ANNUAL REPORT

FOR THE PERIOD

1<sup>ST</sup> JANUARY 2022

TO

31<sup>ST</sup> DECEMBER 2022



|                               |         |
|-------------------------------|---------|
| TRUSTEE'S REPORT              | 1 – 6   |
| CHAIR OF TRUSTEES REPORT      | 7       |
| TREASURER'S REPORT            | 8 – 9   |
| FINANCIAL STATEMENTS          | F1 – F6 |
| INDEPENDENT EXAMINER'S REPORT | F7      |





## Trustees' Annual Report for the period

|      |                   |         |      |                 |      |               |
|------|-------------------|---------|------|-----------------|------|---------------|
|      | Period start date |         |      | Period end date |      |               |
| From | 1st               | January | 2022 | To              | 31st | December 2022 |

### Section A

### Reference and administration details

|                                    |                               |  |  |
|------------------------------------|-------------------------------|--|--|
| Charity name                       | Heathrow Special Needs Centre |  |  |
| Other names charity is known by    |                               |  |  |
| Registered charity number (if any) | 1155421                       |  |  |
| Charity's principal address        | Bath Road                     |  |  |
|                                    | Longford                      |  |  |
|                                    | Middlesex                     |  |  |
| Postcode                           | UB7 0EF                       |  |  |

### Names of the charity trustees who manage the charity

|    | Trustee name    | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-----------------|-----------------|-----------------------------------|---------------------------------------------------------------|
| 1  | Dorian Mead     | Chair           |                                   |                                                               |
| 2  | Damian Pearson  | Treasurer       |                                   |                                                               |
| 3  | Kenneth Tinslay | Secretary       |                                   |                                                               |
| 4  | Andrew Huxsted  |                 |                                   |                                                               |
| 5  | Verity Jones    |                 |                                   |                                                               |
| 6  | Basil Miles     |                 |                                   |                                                               |
| 7  | Bernie Stacey   |                 |                                   |                                                               |
| 8  |                 |                 |                                   |                                                               |
| 9  |                 |                 |                                   |                                                               |
| 10 |                 |                 |                                   |                                                               |
| 11 |                 |                 |                                   |                                                               |
| 12 |                 |                 |                                   |                                                               |
| 13 |                 |                 |                                   |                                                               |
| 14 |                 |                 |                                   |                                                               |
| 15 |                 |                 |                                   |                                                               |
| 16 |                 |                 |                                   |                                                               |
| 17 |                 |                 |                                   |                                                               |
| 18 |                 |                 |                                   |                                                               |
| 19 |                 |                 |                                   |                                                               |
| 20 |                 |                 |                                   |                                                               |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |



## Names and addresses of advisers (Optional information)

| Type of adviser | Name   | Address                              |
|-----------------|--------|--------------------------------------|
| Bank            | Lloyds | 73-75 High Street, Staines, TW18 4PP |
|                 |        |                                      |
|                 |        |                                      |
|                 |        |                                      |

## Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Section B

## Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution of a Charitable Incorporated Organisation dated 26<sup>th</sup> May 2015

How the charity is constituted  
(eg. trust, association, company)

Maximum number of Trustees: 12  
Minimum number of Trustees: 3

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are appointed by a resolution passed at a properly convened meeting of the charity trustees.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Child and vulnerable protection policies are in place.  
Health and Safety policies and procedures are in place.

Enhanced Data Barring Checks are carried out prior to employment and volunteering and renewed every three years and comply with the Disclosure and Barring Service under the provisions of The Protection of Freedom Act 2013.

The Trustees meet at least twice per year and has overall responsibility for the management and administration of the funds and for the attainment of the charity's aims

The Trustees have delegated the following responsibilities to the Council of Management.

To endorse budgets and accounts

To examine the financial aspects of major projects

The employment of staff

Health and Safety review

The general administration of the charity's affairs on a day-to-day basis in line with the budget requirements set by the Trustees

All aspects of fundraising

Cash accounting and sales review

The committee will include a Chair nominated by the Trustees



The charity is associated with The Riding For The Disabled Association

Insurance cover for Third Party and Personal Accident claims in respect of horse riding is provided by the Riding For The Disabled Association.

Insurance cover for other Third Party and Personal Accident claims is provided by The National farmers Union.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

To relieve the needs of those with disabilities and special needs in particular and young offenders, those recovering from alcohol or substance abuse and those suffering conditions such as dementia or stroke by the provision of facilities, activities and educational training in London and the home counties.

To provide disabled people with the opportunity of horse riding to benefit their health and well-being.

In planning our activities for the year, the Trustees had regard to the guidance issued by the Charity Commission on public benefit.

The focus for the year is to enable people with disabilities and special needs including those with profound and multiple disabilities and special needs to enjoy the proven and measurable benefits of farm, animal and horticulture related activities.

Our activities provide outcomes of improved physical and mental wellbeing, improved self- confidence and self-esteem, education, learn new skills and happiness.

To foster a sense of personal achievement which is so important to people with disabilities and special needs. To help enable them participate more fully in society which reduces social isolation and improves community cohesion.

Activities comprise informal training and education in Animal care and management, horse riding, horticulture.

Structured work experience placements for people with disabilities and special needs to help them enter the workplace.

Not for profit tea room/community hub managed by disadvantaged people. We provide a professional bistro style setting where disadvantaged people can socialise and enjoy refreshments in a non-judgemental environment.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)



## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Trustees are very grateful for the enormous contribution made by our member volunteers.

We appreciate the many hours spent by our volunteers working with and encouraging our beneficiaries.

Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.

## Section D

## Achievements and performance



**Summary of the main achievements of the charity during the year**

Entry to the charity is free.

No charge for taking part in activities of animal care and management, horticulture and gardening, being involved with the running of our not-for-profit café/community hub.

No charge for taking part in our structured work placements tailored to individual needs and abilities. The aim is to help is to help beneficiaries enter the workplace. The benefits are tangible and measurable including increased confidence, social interaction something interesting to talk about at job interviews.

Participation in activities is pre-booked and extremely popular. The Covid-19 lockdowns and rules created a pent-up demand for the charity services with many enquiries being received from organisations and individual beneficiaries and their carers.

'Walkabout Wednesday' takes place every Wednesday including during school holidays. It gives potential beneficiaries the opportunity to visit the Centre without pre-booking to visit the animals and gardens and to discuss future visits and planned participation in our activities.

Our not for profit tea room/community hub managed by disadvantaged people is open Wednesdays and a popular venue where people with disabilities and special needs enjoy food and drink in a non-judgemental environment and professional bistro style setting.

Newly designed rebuilt small animal enclosures and well-maintained buildings and grounds presents a modern facility which enhances and encourages beneficiary interaction and benefit.

The Trustees have agreed to suspend horse riding for the time being due to financial pressures caused by the Covid-19 pandemic. They will review this activity as the financial climate improves and, in the meantime, concentrate on our other activities for the majority of our beneficiaries.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees have determined a need to maintain six months running costs in in reserves.

Expenses support the aims and objectives of the charity with less than 3% spent on administration. Surplus funds are held in reserve to support running costs.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Trustees are very grateful to the many donors both large and small for their support and although we would like to mention them all, space is restricted to those who have given a minimum £100.

If we have left anyone out, please accept our apologies.

Air Menzies, John and Susan Bowers Ch. Trust, Chertsey Rotary Club Coca Cola, Courier Facilities, Denholm Global Logistics, Draytonian Lodge Ladies Festival, Edward Gostling Foundation, Enterprise Holdings, Firmenech, Mrs Godfrey, Heathrow Community Trust, Inner Wheel of Walton, Lindt, Lisa Yianni, Masons Grand Charity, Masonic Relief Chest Scheme, National Lottery, Prince Michael of Kent Lodge, Sales Force, Scottish Widows, S.M Armstrong, South Bucks Running Club, St. Giles Lodge, Sunbury Conservative Association,

## Section F

## Other optional information

The charity was founded in 1986 and formerly known as Spelthorne farm project for the handicapped. It became Charitable Incorporated Organisation in 2015 with the new name: Heathrow Special Needs Centre. Charity Registration Number 1155421. The new charitable status enables the charity to broaden the opportunities it can provide to people with disabilities and special needs and also make Trusteeship an attractive opportunity.

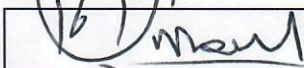
## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Kenneth Tinslay

Position (eg Secretary, Chair, etc)

Secretary and Trustee

Date

3<sup>rd</sup> May 2023



## Chairman's Report

At the close of 2022 the Heathrow Special Needs Centre continues to provide its core services to clients with varying degrees of special needs who attend our safe, secure and friendly environment here in Longford.

This year has seen an end to Covid-19 restrictions that have proven to be such a challenge to all over such a long time. We have maintained the strict signing in procedure for all visitors and improved hand cleansing options as these are beneficial together with the need for advance booking of clients on four days of the week. This ensures meaningful activities are assured for specific users and staffing levels match daily requirements.

WalkAbout Wednesdays continue to be popular with an average 70 beneficiaries on that day and although no guarantee of related tasks this unbooked attendance often acts as a lead to returning in a more structured manner on other days by appointment. Wednesdays are hectic always engaging and fun.

It had been hoped that the financial situation in the country would improve post pandemic leading to better levels of funding for the Centre however global issues have prevented that recovery and combined with increased costs we end the year in a difficult place. Your Board of Trustees, to whom I am grateful for their fortitude, have continued to provide support and assistance to the Centre in so many ways as we guide ourselves through these times.

Both myself and the Trustees wish to formally thank our staff and volunteers for ensuring the Centre both delivers a unique experience for our clients as well as caring for our animals who create that interaction that is the highlight of any visit.

At the end of 2022 there are signs of improvement in businesses wishing to reconnect with us as the airport and associated companies start to recover confidence. Funding from grant providers is reduced as these organisations have so many additional requests due to the cost of living crisis. It is hoped that 2023 will see the fruits of our proactive efforts to reach out to likeminded supporters will help put the Centre on a more sustained path regards funding.

We receive many kind words and testimonials from clients, carers and parents that show why the Centre is such a valued resource to those who benefit from attending and, although for confidentiality reasons we cannot make many of these publicly available, it is knowing the tangible difference the Centre makes to the lives of disadvantaged people that drives us to continue our work.

To close I would once again thank all who support the aims of Heathrow Special Needs Centre and allow us to create happy moments for all our visitors and we look forward to continuing this for many years to come.

Dorian Mead

Chair of Trustees



## Treasurer's Report

The Charity Accounts for the year ended 31 December 2022 follow and include details of restricted grants. The Accounts have been independently examined by S M Armstrong and his report is also attached.

At the start of 2022 a positive trend continued for the centre to receive increased numbers of visitors to site, while also experiencing an ongoing challenge to fundraising amidst increased costs across the board.

Overall Donations and Grants in 2022 were improved compared to 2021, reflecting increased donations from organisations that support us in particular. Whilst this is the most positive post covid result experienced, it is important to note that everyday operating costs have also increased rapidly, continuing to put pressure on finances and maintaining a difficult environment in which to balance the books while maintaining services for our visitors.

Government support in 2022 returned to a more typical level, being very minimal funding from local or central government which is disappointing, given the benefits provided by the centre to many disadvantaged residents of the area.

Donations from Corporate and other organisations substantially increased in 2022 versus 2021, to the point that this income covered the above mentioned reduction in government support. The Trustees recognise the difficult environment that companies in the local area have experienced in recent years and it is very positive to see the return of funding from local businesses and charitable organisations. While funding for regular running costs is absolutely key to the success of the centre, it has also been encouraging to see the groups that support us also return with donations of time, skills and materials toward the upkeep of site and provision of services to our beneficiaries.

Other donations received from individuals was broadly in line with 2021. It is hoped that with increasing visitor numbers that this area of fundraising will also improve, noting that as services are free to visitors at the point of delivery, the centre is grateful for all individuals that choose to make donations to the centre.

Trading income remained broadly flat in 2022 versus 2021.

Regarding costs, the Trustees have maintained a strong focus on efficiency and minimising cost to allow us to operate within available resources. Inflationary pressures have had an acute impact in this area, making it unviable to operate a budget in the same way as 2021. The centre expected to need £7,500 per month to cover core running costs in 2022 but as this funding was not secured, the Trustees instead continued to focus on delivering the maximum client benefit for a reduced income. Looking toward 2023 and a known high inflation environment, like for like running costs are increased by over 10% year on year. Hence, to maintain existing core offerings to our visitors, the centre is targeting a regular income in excess of £7,500 per month to cover basic employees' wages, utilities, animal feed & husbandry and repairs & maintenance.

In terms of overall available resources, the charity ended 2022 with slightly improved cash reserves and undeposited late donations totalling £40,000, though as in my last report this is significantly less than available prior to the pandemic. The Trustees seek to retain 6 months of running costs in unrestricted cash reserves to provide security of service provision. Raising sources of regular unrestricted funds remains a priority for the centre.

For those individual donors who can make and sign a Gift Aid Declaration, the charity can



reclaim the Income Tax content of the donation from HM Revenue and Customs.

Damian Pearson ACMA CGMA

Treasurer

30<sup>th</sup> April 2022



**HEATHROW SPECIAL NEEDS CENTRE**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

# HEATHROW SPECIAL NEEDS CENTRE

## Statement of Income and Expenditure for the Year ended 31 December 2022

|                                                                      | <u>Note</u> | <u>2022</u><br>£ | <u>2021</u><br>£ |
|----------------------------------------------------------------------|-------------|------------------|------------------|
| <b><u>Income</u></b>                                                 |             |                  |                  |
| Donations receivable                                                 | 2           | 74,185           | 58569            |
| Trading Income                                                       | 3           | 11,961           | 11126            |
|                                                                      |             | <hr/>            | <hr/>            |
| <b>Total Income</b>                                                  |             | <b>86,146</b>    | <b>69,695</b>    |
|                                                                      |             | <hr/>            | <hr/>            |
| <b><u>Expenditure</u></b>                                            |             |                  |                  |
| Charitable activities                                                | 4           | 75,979           | 68695            |
| Administration                                                       | 5           | 1,825            | 2083             |
| Depreciation of assets                                               |             | 0                | 0                |
|                                                                      |             | <hr/>            | <hr/>            |
| <b>Total Expenditure</b>                                             |             | <b>77,804</b>    | <b>70,778</b>    |
|                                                                      |             | <hr/>            | <hr/>            |
| <b>Excess( Deficit ) of Income<br/>over Expenditure for the year</b> |             | <b>8,342</b>     | <b>-1083</b>     |
| <b>Endowment Fund Balance b/f</b>                                    |             | <b>18,601</b>    | <b>19684</b>     |
|                                                                      |             | <hr/>            | <hr/>            |
| <b>Endowment Fund Balance c/f</b>                                    |             | <b>26,943</b>    | <b>18,601</b>    |
|                                                                      |             | <hr/>            | <hr/>            |

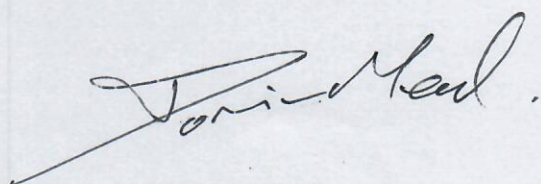


# HEATHROW SPECIAL NEEDS CENTRE

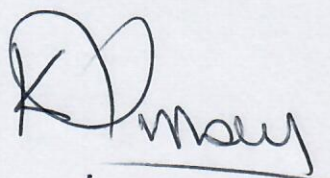
## Balance Sheet as at 31 December 2022

|                                                                                   | Note | <u>2022</u><br>£          | <u>2021</u><br>£          |
|-----------------------------------------------------------------------------------|------|---------------------------|---------------------------|
| <b><u>ASSETS</u></b>                                                              |      |                           |                           |
| <b><u>Fixed Assets</u></b>                                                        |      |                           |                           |
| Centre assets at Net book value                                                   |      | 1                         | 1                         |
| Leasehold property and improvements thereto at cost and value at time of donation | 6    | <u>104,273</u><br>104,274 | <u>104,273</u><br>104,274 |
| <b><u>Amortisation</u></b>                                                        |      |                           |                           |
| Calculated to write off the cost etc over the 5-year term of the lease            |      | 101,390                   | 99,606                    |
| Net Book Value at 31 December 2022                                                |      | <u>2,884</u>              | <u>4,668</u>              |
| <b><u>Current Assets</u></b>                                                      |      |                           |                           |
| Horse & riding equipment at value                                                 |      | 500                       | 500                       |
| Debtors                                                                           | 7    | 6,000                     | 2,600                     |
| Cash at Bank                                                                      | 8    | 33,999                    | 33,323                    |
| Cash in Hand                                                                      |      | <u>323</u>                | <u>201</u>                |
|                                                                                   |      | <u>40,822</u>             | <u>36,624</u>             |
| <b><u>TOTAL ASSETS</u></b>                                                        |      | 43,706                    | 41,292                    |
| <b><u>LIABILITIES</u></b>                                                         |      |                           |                           |
| Creditors and Accrued charges                                                     | 9    | <u>16,763</u>             | <u>22,691</u>             |
| <b>Endowment Fund at 31 December 2022</b>                                         |      | <u><u>26,943</u></u>      | <u><u>18,601</u></u>      |

The Accounts were approved by the Board on April 2023 and signed on its behalf.



Dorian G Mead  
Chairman



Ken Tinslay  
Secretary



## HEATHROW SPECIAL NEEDS CENTRE

### Notes forming part of the Financial Statements For the Year ended 31 December 2022

#### 1. Accounting Policies

There has been no change to the accounting policies during the year.

The financial statements have been prepared under the historic cost convention using the following accounting policies.

##### Basis of Accounting

These Accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, not as cash received and paid.

##### Fund raising

The charity's endowment funds include all funds of the charity, which it may use for its purposes at its discretion. All the assets are vested in the trustees.

##### Income

All voluntary income is included in income on receipt. Donations under the gift aid scheme plus the associated income tax recovery are recognised as income when the donation is received. Specific donations are applied according to the requirements of the donor and are accounted for in accordance with the Charities SORP. Donations of items other than cash are included in income at market value on receipt.

##### Fixed assets and depreciation

Fixed assets are included in the accounts at the historical cost and in the case of donated assets, at fair value at the date of acquisition.

Depreciation is provided to write off the cost less estimated residual value of all fixed assets over their expected useful lives. It is calculated on the original cost of the assets at the following rates :

|                           |                       |
|---------------------------|-----------------------|
| Leasehold buildings       | 20% on cost per annum |
| Centre & Office equipment | 20% on cost per annum |

The leasehold property and improvements thereto are amortised over the term of the lease.

##### Administration expenditure

Administration expenditure comprises all costs incurred in running the charity, which cannot be directly related to the charity's project.



# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2022 (cont'd)

|                                        | <u>2022</u>   | <u>2021</u>   |
|----------------------------------------|---------------|---------------|
|                                        | £             | £             |
| <b>2. <u>Donations receivable</u></b>  |               |               |
| HMRC CJRS/Government Grants            | 2677          | 19769         |
| Corporate Donations/Grants             | 57520         | 26577         |
| Other Donations/Grants                 | 11958         | 11723         |
| Donated Items                          | 2,040         | 500           |
|                                        | <u>74,195</u> | <u>58,569</u> |
| <b>3. <u>Trading Income</u></b>        |               |               |
| Farm and produce sales                 | 1057          | 1533          |
| Riding fees                            | 0             | 923           |
| Misc trading income                    | 10,904        | 8,670         |
|                                        | <u>11,961</u> | <u>11,126</u> |
| <b>4. <u>Charitable activities</u></b> |               |               |
| Training and CRB staff costs           | 700           | 727           |
| Supplies                               | 15353         | 10789         |
| Staff costs                            | 42029         | 40492         |
| Honoraria                              | 3000          | 3000          |
| Fund raising                           | 678           | 452           |
| Utilities                              | 3,484         | 2,963         |
| Insurances                             | 8,010         | 7675          |
| Memberships                            | 156           | 0             |
| Telecommunications                     | 614           | 572           |
| Property maintenance and renewals      | 171           | 210           |
| Motor and travelling                   | 0             | 31            |
| Amortise - Leasehold improvements      | 1784          | 1784          |
|                                        | <u>75,979</u> | <u>68,695</u> |
| <b>5. <u>Administration</u></b>        |               |               |
| Payroll and administration fees        | 759           | 1031          |
| Accountancy/review fee                 | 840           | 840           |
| Postage, stationery and sundries       | 226           | 212           |
|                                        | <u>1,825</u>  | <u>2,083</u>  |



# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2022 (cont'd )

|                                                                                                                                                                                  | <u>2022</u><br>£ | <u>2021</u><br>£ |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| <b>6. <u>Leasehold property and improvements</u></b>                                                                                                                             |                  |                  |
| Balance b/f                                                                                                                                                                      | 104273           | 104273           |
| Additions                                                                                                                                                                        | <u>0</u>         | <u>0</u>         |
| Balance at 31 December 2022                                                                                                                                                      | <u>104,273</u>   | <u>104,273</u>   |
| <b>7. <u>Debtors</u></b>                                                                                                                                                         |                  |                  |
| Cheques in hand                                                                                                                                                                  | 6,000            | 0                |
| Green Corridor                                                                                                                                                                   | <u>0</u>         | <u>2600</u>      |
|                                                                                                                                                                                  | <u>6,000</u>     | <u>2,600</u>     |
| <b>8. <u>Cash at Bank</u></b>                                                                                                                                                    |                  |                  |
| Current Account                                                                                                                                                                  | <u>33,999</u>    | <u>33,323</u>    |
| <b>9. <u>Creditors and Accrued charges</u></b>                                                                                                                                   |                  |                  |
| Sinking Fund Reserve                                                                                                                                                             | 5000             | 5000             |
| Accountancy/review fee                                                                                                                                                           | 816              | 816              |
| Honoraria                                                                                                                                                                        | 500              | 500              |
| Payroll costs                                                                                                                                                                    | 3440             | 3752             |
| Restricted Income(Note 10)                                                                                                                                                       | 7007             | 12623            |
|                                                                                                                                                                                  | <u>16,763</u>    | <u>22,691</u>    |
| <b>10. <u>Restricted Income</u></b>                                                                                                                                              |                  |                  |
| During the Year, Grants were received from various organisations for specific purposes.<br>The Grants have been accounted for in accordance with the Charities SORP as follows : |                  |                  |
|                                                                                                                                                                                  | £                | £                |
| Balance b/f                                                                                                                                                                      | 12623            | 9647             |
| Grants received in 2022 (page 6)                                                                                                                                                 | 13249            | 8400             |
| Applied in year (page 6)                                                                                                                                                         | <u>(-18865)</u>  | <u>(-5424)</u>   |
| Balance c/f to 2023 (note 9 )                                                                                                                                                    | <u>7,007</u>     | <u>12,623</u>    |



# HEATHROW SPECIAL NEEDS CENTRE

Notes forming part of the Financial Statements for the year ended 31st December 2022

## Balance of Restricted Grants received in 2021 and prior and applied in 2022

| Donor of Funds      | Restricted Purpose                                                       | Month Donated | Bal B/F to 2022 | Applied in 2022 | Bal C/F to 2023 |
|---------------------|--------------------------------------------------------------------------|---------------|-----------------|-----------------|-----------------|
| UPS Foundation      | Farmhouse, New Path, Riding Arena                                        | Oct-18        | £ 3,587.24      | £ 3,587.24      | £ -             |
| COOP                | Horse riding                                                             | Apr-20        | £ 577.72        | £ 577.72        | £ -             |
|                     |                                                                          | Nov-20        | £ 1,450.99      | £ 1,450.99      | £ -             |
| Staines Round Table | Improving facilities or providing materials to deliver client activities | Jan-21        | £ 7,006.77      | £ -             | £ 7,006.77      |

## Schedule of Restrcted Grants received in 2022 and applied in the year.

| Donor of Funds           | Restricted Purpose             | Month Donated | Bal received in 2022 | Applied in 2022 | Bal C/F to 2023 |
|--------------------------|--------------------------------|---------------|----------------------|-----------------|-----------------|
| Hillingdon Council       | Operating costs                | Feb-22        | £ 2,667.00           | £ 2,667.00      | £ -             |
| National Lottery         | Operating costs                | Feb-22        | £ 5,000.00           | £ 5,000.00      | £ -             |
| Various                  | Horse operation appeal         | Feb-22        | £ 1,581.50           | £ 1,581.50      | £ -             |
| Heathrow Community Trust | Operating costs                | Apr-22        | £ 2,500.00           | £ 2,500.00      | £ -             |
| Tesco Community Grant    | Animal care and client liaison | Dec-22        | £ 1,500.00           | £ 1,500.00      | £ -             |

| Donor of Funds                              | Restricted Purpose | Month Donated | Bal B/F to 2022    | Applied in 2022    | Bal C/F to 2023   |
|---------------------------------------------|--------------------|---------------|--------------------|--------------------|-------------------|
| Total for the year 2022                     |                    |               | £ 13,248.50        | £ 13,248.50        | £ -               |
| Total for the year 2021 and prior years B/F |                    |               | £ 12,622.72        | £ 5,615.95         | £ 7,006.77        |
| At 31st December 2022                       |                    |               | <u>£ 25,871.22</u> | <u>£ 18,864.45</u> | <u>£ 7,006.77</u> |



## **Independent Examiner's Report to the Trustees of the ' HEATHROW SPECIAL NEEDS CENTRE '.**

I report on the accounts of the charity for the year ended 31 December 2022, which are set out on pages 1 - 6.

### **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.

It is my responsibility to :

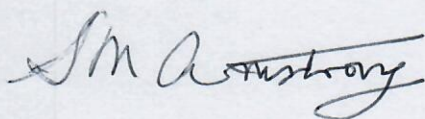
- examine the accounts (under ss132-166, Charities Act 2011 (CA2011)).
- to follow the procedures laid down in the General Directions given by the Charity Commissioners and
- to state whether particular matters have come to my attention.

### **Basis of Independent Examiner's report.**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In connection with my examination no matter has come to my attention.



**S M Armstrong FMAAT FMATT**

**S M Armstrong & Co  
15-17 Church Street,  
Goring Square,  
Staines-upon-Thames  
Middlesex  
TW18 4EN**

**28 April 2023**



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# Accounts

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HEATHROW SPECIAL NEEDS CENTRE

REGISTERED CHARITY NUMBER 1155421

TRUSTEE'S ANNUAL REPORT

FOR THE PERIOD

1<sup>ST</sup> JANUARY 2021

TO

31<sup>ST</sup> DECEMBER 2021



|                               |         |
|-------------------------------|---------|
| TRUSTEE'S REPORT              | 1 – 6   |
| CHAIR OF TRUSTEES REPORT      | 7 - 8   |
| TREASURER'S REPORT            | 9 - 10  |
| FINANCIAL STATEMENTS          | F1 – F6 |
| INDEPENDENT EXAMINER'S REPORT | F7      |



# Trustees' Annual Report for the period

|      |                   |         |      |    |                  |          |      |
|------|-------------------|---------|------|----|------------------|----------|------|
| From | Period start date |         |      | To | Period end date  |          |      |
|      | 1st               | January | 2021 |    | 31 <sup>st</sup> | December | 2021 |

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

|           |         |
|-----------|---------|
| Bath Road |         |
| Longford  |         |
| Middlesex |         |
| Postcode  | UB7 0EF |

### Names of the charity trustees who manage the charity

|    | Trustee name    | Office (if any) | Dates acted if not for whole year                   | Name of person (or body) entitled to appoint trustee (if any) |
|----|-----------------|-----------------|-----------------------------------------------------|---------------------------------------------------------------|
| 1  | Dorian Mead     | Chair           |                                                     |                                                               |
| 2  | Damian Pearson  | Treasurer       |                                                     |                                                               |
| 3  | Kenneth Tinslay | Secretary       |                                                     |                                                               |
| 4  | Andrew Huxsted  |                 | 27 <sup>th</sup> April to 31 <sup>st</sup> December |                                                               |
| 5  | Verity Jones    | Safeguarding    |                                                     |                                                               |
| 6  | Basil Miles     |                 |                                                     |                                                               |
| 7  | Bernie Stacey   | Safeguarding    |                                                     |                                                               |
| 8  |                 |                 |                                                     |                                                               |
| 9  |                 |                 |                                                     |                                                               |
| 10 |                 |                 |                                                     |                                                               |
| 11 |                 |                 |                                                     |                                                               |
| 12 |                 |                 |                                                     |                                                               |
| 13 |                 |                 |                                                     |                                                               |
| 14 |                 |                 |                                                     |                                                               |
| 15 |                 |                 |                                                     |                                                               |
| 16 |                 |                 |                                                     |                                                               |
| 17 |                 |                 |                                                     |                                                               |
| 18 |                 |                 |                                                     |                                                               |
| 19 |                 |                 |                                                     |                                                               |
| 20 |                 |                 |                                                     |                                                               |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |



## Names and addresses of advisers (Optional information)

| Type of adviser | Name   | Address                                  |
|-----------------|--------|------------------------------------------|
| Bank            | Lloyds | High Street, Staines-Upon-Thames BX1 1LT |
|                 |        |                                          |
|                 |        |                                          |
|                 |        |                                          |

## Name of chief executive or names of senior staff members (Optional information)

Chair of Trustees: Dorian Mead

# Section B Structure, governance and management

## Description of the charity's trusts

|                                                                     |                                                                                                      |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution of a Charitable Incorporated Organisation dated 26 <sup>th</sup> May 2015               |
| How the charity is constituted<br>(eg. trust, association, company) | Maximum number of Trustees: 12<br>Minimum number of Trustees: 3                                      |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Trustees are appointed by a resolution passed at a properly convened meeting of the charity trustees |

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

|                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Child and vulnerable adult protection policies are in place<br>Health and safety policies and procedures are in place                                                                                                                         |
| Enhanced Data Barring Checks are carried out prior to commencement of employment and volunteering and renewed every three years and comply with the Disclosure and Barring Service under the provisions of The Protection of Freedom Act 2013 |
| The Trustees meet at least twice per year and has overall responsibility for the management and administration of the funds and for the attainment of the charity's aims                                                                      |
| The Trustees have delegated the following responsibilities to the Council of Management                                                                                                                                                       |
| To endorse budgets and accounts                                                                                                                                                                                                               |
| To examine the financial aspects of major projects                                                                                                                                                                                            |
| The employment of staff                                                                                                                                                                                                                       |
| Health and Safety review                                                                                                                                                                                                                      |
| The general administration of the charity's affairs on a day to day basis in line with the budget requirements set by the Trustees                                                                                                            |
| All aspects of fundraising                                                                                                                                                                                                                    |
| All aspects of fundraising                                                                                                                                                                                                                    |
| Cash accounting and sales review                                                                                                                                                                                                              |



The committee will include a chair nominated by the Trustees

The charity is associated with The Riding For The Disabled Association in that the charity is approved by them for providing the activity of Horse Riding

Cover for Third Party and Personal Accident claims in respect of horse riding is provided by The Riding For The Disabled Association

Insurance cover for other Third Party and Personal Accident claims is provided by the National Farmers Union

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

To relieve the needs of those with disabilities and special needs in particular and young offenders, those recovering from alcohol or substance abuse and those suffering conditions such as dementia or stroke by the provision of facilities, activities and educational training in London and the home counties

To provide disabled people with the opportunity of horse riding to benefit their health and well being

In planning our activities for the year the Trustees had regard to the guidance issued by the Charity Commission on public benefit

The focus of our activities for the year is to enable disadvantaged people Including those with profound and multiple disabilities and special needs to enjoy the benefits of a community farm experience which enhances physical and mental wellbeing, improves confidence and the ability to be more independent with the minimum of supervision

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We aim to educate and enable the development of new skills, provide proven therapeutic benefits, help to foster a sense of personal achievement and help enable people who are disadvantaged to participate more fully in society

Activities include informal training and education in RDA approved horse riding, animal care and management, gardening and horticulture

Structured work placements for people with disabilities and special needs which may lead to future employment

Not for profit tearoom/community hub managed by disadvantaged people from local schools and colleges. We provide a professional bistro style setting where disadvantaged people can socialise and enjoy refreshments in a non-judgemental environment



## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Trustees are very grateful for the enormous contribution made by our member volunteers

We appreciate the many hours spent by our volunteers working with and encouraging our beneficiaries

Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Entry to the charity is free

There is no charge for taking part in the activities of animal care and management, gardening and horticulture, being involved with the running of the not for profit café/community hub.

There is no charge for taking part in our structured work placement tailored to individual needs and abilities with the aim of helping our beneficiaries to enter the workplace. Benefits are tangible and measurable including increased confidence, social interaction and something interesting to talk about at job interviews.

Participation in activities are pre booked and extremely popular. The Covid-19 lockdowns and rules have created a pent up demand for the charity services with many enquiries being received from organisations and individual beneficiaries and their carers.

'Walkabout Wednesday' was introduced in April and will continue for the foreseeable future. Takes place every Wednesday 10am till 2pm and gives potential beneficiaries the opportunity to visit the Centre without pre booking to see the animals and gardens and discuss/plan potential future activities.

Our not for profit tea room/community hub managed by disadvantaged people is open Wednesdays and a popular venue where people with disabilities and special needs enjoy food and drink in a non- judgemental professional bistro style setting.

New small animal enclosures and newly refurbished activity rooms and facilities presents a modern well maintained site which enhances and encourages beneficiary interaction and benefit.

In September the trustees agreed to suspend RDA horse riding for at least one year and concentrate on our other activities for the majority of our beneficiaries.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees have determined a need to maintain six months basic running costs in reserves at the year end.

Expenses support the aims and objectives of the charity with less than 3% spent on administration. Surplus funds are held in reserve to support basic operational running costs

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Trustees are very grateful to the many donors both large and small for their support and although we would like to mention them all, space is restricted to those who have given a minimum of £100.  
If we have left anyone out, please accept our apologies

Archer Charitable Trust, Basil Miles, Bernie Stacey, Cardinal UK Ltd, Chertsey Rotary Club, Clives Drives, Davis Foundation, Debbie Keen, Denise Pryke, Enterprise Car Hire, Firmenech Ltd, Geraldine Guitte, Heathrow Community Trust, Heathrow Immigration Removal Service, Heathrow Sheraton Hotel, Jennifer Owen, Kimberley Hulse, Lightning Dog Agility, London Borough of Hillingdon, London Catalyst Foundation, Lisa Yianni. Mrs Kearns, ,Riding For The Disabled Association, Robert Gavron Charitable Trust, Sales Force, Sir Jules Thorn Charitable Trust, S.M Armstrong, Staines Round Table, Tesco Foundation,

## Section F

## Other optional information

The charity was founded in 1986 and formerly known as Spelthorne farm project for the handicapped. It became a Charitable Incorporated Organisation in 2015 with the new name: Heathrow Special Needs Centre with a new Registered Charity Number: 1155421. The new charitable status enables the charity to broaden the opportunities it can provide to disadvantaged people and also make Trusteeship an attractive opportunity.

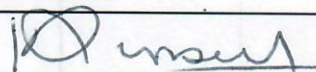
## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Kenneth Tinslay

Position (eg Secretary, Chair, etc)

Secretary and Trustee

Date

13th April 2022



# Chairman's Report for 2021

Another strange year draws to a conclusion. The Centre started the year in the familiar lockdown scenario whereby our client numbers were limited through Government regulation. As the year rolled on the restrictions relaxed in phases and from September we have welcomed back most of our pre-pandemic groups and individual users. This has been in the revised format where most days are by pre arranged appointment only. This ensures a planned mix of individuals and groups with expected arrival times and visit duration made possible by our daily animal care staff and volunteers. Jobs or activities are allocated accordingly ensuring beneficial experiences based around client abilities. Our client liaison team members oversee the interactions and make sure everyone is having fun. On Walkabout Wednesdays each week unplanned visits are the norm but with no guarantee of specific jobs. This option gives the opportunity for casual attendance and many clients have enjoyed these taster sessions and move on to regular bookings.

Unfortunately we close the year with the prospect of further restrictions although our ability to comply with social distancing and fresh air means we can continue to provide the services to all those who wish to visit.

During this year many of our raised growing beds have been renovated and made even more user friendly. The focus on growing vegetables that our animals can eat has proven successful in creating a closed loop between planting, nurturing and then preparation for consumption. Even the little Cuca melons were not wasted as our pigs really got a taste for them after the clients had found them on the vines.

Another discovery has been the pleasure clients find in manual lawnmowing. We had to increase the mower fleet to satisfy demand and the exercise seems fun.

The new Warren enclosure is now welcoming its initial animals and the numbers should eventually be four female rabbits and eight female guinea pigs. Mostly these have been sourced from those needing rehoming rather than direct purchase. Designed to ensure client interaction opportunities without causing stress to these smaller animals has been paramount and Guinea Pig fishing is very popular where clients dangle rods with clips holding foliage for the piggies to eat.

Following the disastrous floods of 2020 we did suffer another less intense incident at the beginning of this year. Since then our engagement with various authorities has resulted in a commitment to resolve the flood threat to ourselves and other properties along the River Colne catchment. The Environment Agency have started works downstream from us and should be in our area in the coming weeks clearing channel obstructions. Then they will replace the failed flood defences which were designed for a once in 50 years occurrence rather than the 5 in 14 months something perhaps as a consequence of climate change, development and different farming practices.

Heathrow Airport have removed some potential flood hazards on the Longford River.

Special thanks go to our insurer The NFU, whose nominated builders led by Phil have repaired and replaced all the damage from previous floods. Clients are now using the refurbished boot



room and adjacent common room, the car park is less puddled after rain, the arena has new sides plus the house is again ready to receive clients enjoying lifestyle training in due course. Resilience has been included via electrical sockets that have been raised up and the floor covering is waterproof welded vinyl for example.

The finances of the charity have been exceedingly stretched throughout the Covid pandemic and continue to be so. The difficult decisions made last year saved us and although we are no longer under immediate threat of closure the situation is less than comfortable. In September the trustees agreed to suspend the RDA provision for a minimum of a year and concentrate our efforts on delivering services for the majority of clients. Funding is still via grants and donations so please keep us in mind.

My sincere thanks go to our staff and volunteers who work tirelessly seven days a week supported by the Board of Trustees. Next year should see company work groups able to return and reconnecting with these should help our finances.

We are not daunted though and look forward to maintaining the delivery of high quality, interactive services despite limited resources. Hopefully the New Year will bring greater certainty and our visitors can once again fully enjoy a broader range of activities at the Centre without Covid restrictions.

Dorian Mead  
Chair of Trustees.



## Treasurer's Report

The Charity Accounts for the year ended 31 December 2021 follow and include details of restricted grants. The Accounts have been independently examined by S M Armstrong and his report is also attached.

The centre faced much uncertainty at the start of 2021, as referenced in my last annual report. Looking back at the end of a challenging year, having evolved to adapt, the charity finds itself in a more robust position to tackle 2022 but not without future risk. This is in no small part a result of difficult decisions taken to focus available resources to where they have the biggest impact.

Overall Donations and Grants in 2021 were similar to 2020, continuing to reflect a tough environment in which to raise funds.

Government support included a number of grants received following substantial and sustained lobbying of our local authority. It is positive to see for the first time in many years that the London Borough of Hillingdon has been able to support charity activities that benefit some of the most disadvantaged residents from the borough and surrounding areas. Historically the centre has received negligible amounts of government support and in light of the challenges to fundraising elsewhere, this has been an extremely encouraging development that the Trustees hope will continue into the future.

Donations from Corporate and other organisations increased slightly in 2021 versus 2020 and the centre is as always extremely grateful to the organisations that support us. As the Covid-19 pandemic continued through 2021 the number of volunteer groups from local business the centre has sadly remained low. Welcoming these groups back in 2022 is an area of focus, given the skills, materials and funds donated make a real difference to the ongoing upkeep of site and provision of front line client services.

Other donations received from individuals continued a downward trend started in 2020, putting pressure on finances. The centre again welcomed fewer visitors in the year due to the ongoing impact of pandemic restrictions, it is hoped that looking forward as visitor numbers grow there will also be a positive impact on this area of fundraising.

Trading income remained broadly flat in 2021 versus 2020. In the past a major contributor to this area was the fees charged as a contribution towards horse riding. However this was the single most expensive and time consuming activity to provide for clients, with riding fees covering only a portion of the overall costs experienced in running a riding school. Hence with great regret the centre elected to cease horse riding for the foreseeable future in 2021 in order to focus limited resources to greatest client benefit. In lieu of this riding income, the centre has fortunately been able to attract some supplementary income by partnering with other organisations with similar aims in the local area.

In terms of expenditure, the Trustees continued in earnest a cost reduction initiative started in 2020. Excluding one off items, the centre maintained core spending requirements at circa £6,000 per month based on existing levels of activity. In light of an improving outlook for visitor numbers and severe inflationary pressures expected for 2022, core funding requirements of circa £7,500 per month are expected to cover employees' wages, utilities, animal feed & husbandry and repairs & maintenance.

In terms of overall available resources, the charity ended 2021 with overall cash reserves largely unchanged at circa £33,000, though this is close to half the cash available prior to the pandemic and a substantial portion of this balance is restricted to specific activities. The Trustees usually seek to retain 6 months of running costs in unrestricted cash reserves and this approach did provide some security during the last two years of significant financial



pressure. Despite the ability to cut costs while maintaining the best possible client provision, the Trustees have not as yet been able to strengthen our overall cash position to protect the centre against future shocks, something that carries forward as a high priority for 2022.

For those individual donors who can make and sign a Gift Aid Declaration, the charity can reclaim the Income Tax content of the donation from HM Revenue and Customs.

Damian Pearson ACMA CGMA  
Treasurer  
20<sup>th</sup> March 2022

**HEATHROW SPECIAL NEEDS CENTRE**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**



# HEATHROW SPECIAL NEEDS CENTRE

## Statement of Income and Expenditure for the Year ended 31 December 2021

|                                                                          | <u>Note</u> | <u>2021</u><br>£         | <u>2020</u><br>£         |
|--------------------------------------------------------------------------|-------------|--------------------------|--------------------------|
| <b><u>Income</u></b>                                                     |             |                          |                          |
| Donations receivable                                                     | 2           | 58,569                   | 65,340                   |
| Trading Income                                                           | 3           | 11,126                   | 11,872                   |
|                                                                          |             | <hr/>                    | <hr/>                    |
| <b>Total Income</b>                                                      |             | <b><u>69,695</u></b>     | <b><u>77,212</u></b>     |
| <b><u>Expenditure</u></b>                                                |             |                          |                          |
| Charitable activities                                                    | 4           | 68,695                   | 94,746                   |
| Administration                                                           | 5           | 2,083                    | 2,567                    |
| Depreciation of assets                                                   |             | 0                        | 441                      |
|                                                                          |             | <hr/>                    | <hr/>                    |
| <b>Total Expenditure</b>                                                 |             | <b><u>70,778</u></b>     | <b><u>97,754</u></b>     |
| <br><b>Excess( Deficit ) of Income<br/>over Expenditure for the year</b> |             |                          |                          |
|                                                                          |             | -1,083                   | -20,542                  |
| <br>Endowment Fund Balance b/f                                           |             | <br>19,684               | <br>40,226               |
|                                                                          |             | <hr/>                    | <hr/>                    |
| <br>Endowment Fund Balance c/f                                           |             | <br><b><u>18,601</u></b> | <br><b><u>19,684</u></b> |

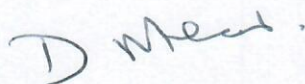


# HEATHROW SPECIAL NEEDS CENTRE

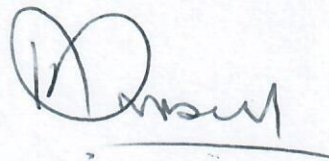
## Balance Sheet as at 31 December 2021

|                                                                                   | Note | <u>2021</u><br>£          | <u>2020</u><br>£          |
|-----------------------------------------------------------------------------------|------|---------------------------|---------------------------|
| <b><u>ASSETS</u></b>                                                              |      |                           |                           |
| <b><u>Fixed Assets</u></b>                                                        |      |                           |                           |
| Centre assets at Net book value                                                   |      | 1                         | 1                         |
| Leasehold property and improvements thereto at cost and value at time of donation | 6    | <u>104,273</u><br>104,274 | <u>104,273</u><br>104,274 |
| <b><u>Amortisation</u></b>                                                        |      |                           |                           |
| Calculated to write off the cost etc over the 5-year term of the lease            |      | 99,606                    | 97,822                    |
| Net Book Value at 31 December 2021                                                |      | <u>4,668</u>              | <u>6,452</u>              |
| <b><u>Current Assets</u></b>                                                      |      |                           |                           |
| Gift Aid Claim                                                                    |      | 0                         | 0                         |
| Horse & riding equipment at value                                                 |      | 500                       | 500                       |
| Debtors                                                                           | 7    | 2,600                     | 0                         |
| Cash at Bank                                                                      | 8    | 33,323                    | 34,426                    |
| Cash in Hand                                                                      |      | <u>201</u>                | <u>0</u>                  |
|                                                                                   |      | <u>36,624</u>             | <u>34,926</u>             |
| <b><u>TOTAL ASSETS</u></b>                                                        |      | <b>41,292</b>             | <b>41,378</b>             |
| <b><u>LIABILITIES</u></b>                                                         |      |                           |                           |
| Creditors and Accrued charges                                                     | 9    | <u>22,691</u>             | <u>21,694</u>             |
| Endowment Fund at 31 December 2021                                                |      | <u><b>18,601</b></u>      | <u><b>19,684</b></u>      |

The Accounts were approved by the Board on 13<sup>TH</sup> April 2022 and signed on its behalf.



Dorian G Mead  
Chairman



Ken Tinslay  
Secretary



## HEATHROW SPECIAL NEEDS CENTRE

### Notes forming part of the Financial Statements For the Year ended 31 December 2021

#### 1. Accounting Policies

There has been no change to the accounting policies during the year.

The financial statements have been prepared under the historic cost convention using the following accounting policies.

##### Basis of Accounting

These Accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, not as cash received and paid.

##### Fund raising

The charity's endowment funds include all funds of the charity, which it may use for its purposes at its discretion. All the assets are vested in the trustees.

##### Income

All voluntary income is included in income on receipt. Donations under the gift aid scheme plus the associated income tax recovery are recognised as income when the donation is received. Specific donations are applied according to the requirements of the donor and are accounted for in accordance with the Charities SORP. Donations of items other than cash are included in income at market value on receipt.

##### Fixed assets and depreciation

Fixed assets are included in the accounts at the historical cost and in the case of donated assets, at fair value at the date of acquisition.

Depreciation is provided to write off the cost less estimated residual value of all fixed assets over their expected useful lives. It is calculated on the original cost of the assets at the following rates :

|                           |                       |
|---------------------------|-----------------------|
| Leasehold buildings       | 20% on cost per annum |
| Centre & Office equipment | 20% on cost per annum |

The leasehold property and improvements thereto are amortised over the term of the lease.

##### Administration expenditure

Administration expenditure comprises all costs incurred in running the charity, which cannot be directly related to the charity's project.



# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2021 (cont'd)

|                                        | <u>2021</u><br>£ | <u>2020</u><br>£ |
|----------------------------------------|------------------|------------------|
| <b>2. <u>Donations receivable</u></b>  |                  |                  |
| HMRC CJRS/Government Grants            | 19769            | 15,585           |
| Corporate Donations/Grants             | 26577            | 33,142           |
| Other Donations/Grants                 | 11723            | 16,113           |
| Donated Items                          | 500              | 500              |
|                                        | <u>58,569</u>    | <u>65,340</u>    |
| <b>3. <u>Trading Income</u></b>        |                  |                  |
| Farm produce sales                     | 1533             | 987              |
| Riding fees                            | 923              | 5,990            |
| Misc trading income                    | 8,670            | 4,895            |
|                                        | <u>11,126</u>    | <u>11,872</u>    |
| <b>4. <u>Charitable activities</u></b> |                  |                  |
| Training and CRB staff costs           | 727              | 508              |
| Farm supplies                          | 10789            | 9,767            |
| Farm wages and salaries                | 40492            | 63,902           |
| Honoraria                              | 3000             | 3,000            |
| Open day and fund raising              | 452              | 0                |
| Council tax & Water rates              | 773              | 1,112            |
| Electricity and fuel                   | 2190             | 2,436            |
| Insurances                             | 7675             | 7,811            |
| Insurance Claim Excess                 | 0                | 2,500            |
| Telecommunications                     | 572              | 820              |
| Property maintenance and renewals      | 210              | 1,053            |
| Motor and travelling                   | 31               | 53               |
| Amortise - Leasehold improvements      | 1784             | 1,784            |
|                                        | <u>68,695</u>    | <u>94,746</u>    |
| <b>5. <u>Administration</u></b>        |                  |                  |
| Payroll administration fees            | 1031             | 1,378            |
| Accountancy/review fee                 | 840              | 840              |
| Postage, stationery and sundries       | 212              | 349              |
| Legal fees                             | 0                | 0                |
|                                        | <u>2,083</u>     | <u>2,567</u>     |



# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2021 (cont'd )

|                                                      | <u>2021</u>           | <u>2020</u>           |
|------------------------------------------------------|-----------------------|-----------------------|
|                                                      | £                     | £                     |
| <b>6. <u>Leasehold property and improvements</u></b> |                       |                       |
| Balance b/f                                          | 104273                | 98,790                |
| Additions                                            | <u>0</u>              | <u>5483</u>           |
| Balance at 31 December 2021                          | <u><u>104,273</u></u> | <u><u>104,273</u></u> |
| <b>7. <u>Debtors</u></b>                             |                       |                       |
| Green Corridor                                       | <u>2600</u>           | <u>0</u>              |
| <b>8. <u>Cash at Bank</u></b>                        |                       |                       |
| Current Account                                      | <u>33,323</u>         | <u>34,426</u>         |
| <b>9. <u>Creditors and Accrued charges</u></b>       |                       |                       |
| Sinking Fund Reserve                                 | 5000                  | 5,000                 |
| Accountancy/review fee                               | 816                   | 816                   |
| Honoraria                                            | 500                   | 500                   |
| Payroll costs                                        | 3752                  | 3,231                 |
| Restricted Income(Note 10)                           | 12623                 | 9,647                 |
| Insurance claim excess                               | 0                     | 2,500                 |
|                                                      | <u>22,691</u>         | <u>21,694</u>         |

## **10. Restricted Income**

During the Year, Grants were received from various organisations for specific purposes.  
The Grants have been accounted for in accordance with the Charities SORP as follows :

|                                  | £                    | £                   |
|----------------------------------|----------------------|---------------------|
| Balance b/f                      | 9647                 | 15,138              |
| Grants received in 2021 (page 6) | 8400                 | 17,456              |
| Applied in year (page 6)         | <u>(-5424)</u>       | <u>(-22,947)</u>    |
| Balance c/f to 2022 (note 9 )    | <u><u>12,623</u></u> | <u><u>9,647</u></u> |



# HEATHROW SPECIAL NEEDS CENTRE

Notes forming part of the Financial Statements for the year ended 31st December 2021

## Balance of Restricted Grants received in 2020 and prior and applied in 2021

| Donor of Funds | Restricted Purpose                  | Month Donated | Bal B/F to 2021 | Applied in 2021 | Bal C/F to 2022 |
|----------------|-------------------------------------|---------------|-----------------|-----------------|-----------------|
| Sarah Cuff     | Vet fund Chispa & Pirelli           | Aug-18        | £ 896.00        | £ 896.00        | £0.00           |
| UPS Foundation | Farmhouse, New Path, Riding Arena   | Oct-18        | £ 3,587.24      |                 | £3,587.24       |
| COOP           | Horse Riding                        | Apr-20        | £ 3,063.11      | £ 2,485.39      | £577.72         |
|                |                                     | Nov-20        | £ 1,450.99      |                 | £1,450.99       |
| RDA            | Covid Emergency Funding: Equestrian | Jul-21        | £ 649.59        | £ 649.59        | £0.00           |

## Schedule of Restrictred Grants received in 2021 and applied in the year.

| Donor of Funds      | Restricted Purpose                                                       | Month Donated | Bal B/F to 2021 | Applied in 2021 | Bal C/F to 2022 |
|---------------------|--------------------------------------------------------------------------|---------------|-----------------|-----------------|-----------------|
| Staines Round Table | Improving facilities or providing materials to deliver client activities | Jan-21        | £ 7,500.00      | £ 493.23        | £7,006.77       |
| RDA                 | Equestrian                                                               | Mar-21        | £ 900.00        | £ 900.00        | £0.00           |

| Donor of Funds                              | Restricted Purpose | Month Donated | Bal B/F to 2021   | Applied in 2021  | Bal C/F to 2022   |
|---------------------------------------------|--------------------|---------------|-------------------|------------------|-------------------|
| Total for the year 2021                     |                    |               | £ 8,400.00        | £ 1,393.23       | £ 7,006.77        |
| Total for the year 2020 And prior years B/F |                    |               | £ 9,646.93        | £ 4,030.98       | £ 5,615.95        |
| At 31st December 2021                       |                    |               | <u>£18,046.93</u> | <u>£5,424.21</u> | <u>£12,622.72</u> |



## **Independent Examiner's Report to the Trustees of the ' HEATHROW SPECIAL NEEDS CENTRE '.**

I report on the accounts of the charity for the year ended 31 December 2021, which are set out on pages 1 - 6.

### **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.

It is my responsibility to :

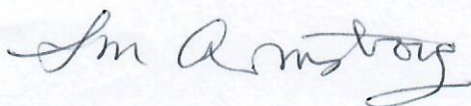
- examine the accounts (under ss132-166, Charities Act 2011 (CA2011)).
- to follow the procedures laid down in the General Directions given by the Charity Commissioners and
- to state whether particular matters have come to my attention.

### **Basis of Independent Examiner's report.**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In connection with my examination no matter has come to my attention.



**S M Armstrong FMAAT, ATT**

**S M Armstrong & Co  
15-17 Church Street,  
Goring Square,  
Staines-upon-Thames  
Middlesex  
TW18 4EN**

**27 April 2022**

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# Accounts

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HEATHROW SPECIAL NEEDS CENTRE

REGISTERED CHARITY NUMBER: 1155421

TRUSTEE'S ANNUAL REPORT

FOR THE PERIOD

1<sup>ST</sup> JANUARY 2020

TO

31<sup>ST</sup> DECEMBER 2020





# Trustees' Annual Report for the period

|             |                   |         |      |                 |                  |               |
|-------------|-------------------|---------|------|-----------------|------------------|---------------|
|             | Period start date |         |      | Period end date |                  |               |
| <b>From</b> | 1st               | January | 2020 | <b>To</b>       | 31 <sup>st</sup> | December 2020 |

## Section A

## Reference and administration details

Charity name

Heathrow Special Needs Centre

Other names charity is known by

Registered charity number (if any)

1155421

Charity's principal address

Bath Road

Longford

Middlesex

Postcode

UB7 0EF

### Names of the charity trustees who manage the charity

|    | Trustee name        | Office (if any) | Dates acted if not for whole year                     | Name of person (or body) entitled to appoint trustee (if any) |
|----|---------------------|-----------------|-------------------------------------------------------|---------------------------------------------------------------|
| 1  | Dorian Mead         | Chair           |                                                       |                                                               |
| 2  | Damian Pearson      | Treasurer       |                                                       |                                                               |
| 3  | Kenneth Tinslay     | Secretary       |                                                       |                                                               |
| 4  | Patricia Morgan     | Head of Riding  | 1 <sup>st</sup> January to 19 <sup>th</sup> August    |                                                               |
| 5  | Verity Jones        | Safeguarding    |                                                       |                                                               |
| 6  | Basil Miles         |                 |                                                       |                                                               |
| 7  | Bernie Stacey       |                 |                                                       |                                                               |
| 8  | Peter Chellingworth |                 | 1 <sup>st</sup> January to 12 <sup>th</sup> September |                                                               |
| 9  |                     |                 |                                                       |                                                               |
| 10 |                     |                 |                                                       |                                                               |
| 11 |                     |                 |                                                       |                                                               |
| 12 |                     |                 |                                                       |                                                               |
| 13 |                     |                 |                                                       |                                                               |
| 14 |                     |                 |                                                       |                                                               |
| 15 |                     |                 |                                                       |                                                               |
| 16 |                     |                 |                                                       |                                                               |
| 17 |                     |                 |                                                       |                                                               |
| 18 |                     |                 |                                                       |                                                               |
| 19 |                     |                 |                                                       |                                                               |
| 20 |                     |                 |                                                       |                                                               |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |



## Names and addresses of advisers (Optional information)

| Type of adviser | Name   | Address                                  |
|-----------------|--------|------------------------------------------|
| Bank            | Lloyds | High Street, Staines-Upon-Thames BX1 1LT |
|                 |        |                                          |
|                 |        |                                          |
|                 |        |                                          |

## Name of chief executive or names of senior staff members (Optional information)

Chair of Trustees: Dorian Mead

# Section B Structure, governance and management

## Description of the charity's trusts

|                                                                     |                                                                                                      |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution of a Charitable Incorporated Organisation dated 26 <sup>th</sup> May 2015               |
| How the charity is constituted<br>(eg. trust, association, company) | Maximum number of Trustees: 12<br>Minimum number of Trustees: 3                                      |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Trustees are appointed by a resolution passed at a properly convened meeting of the charity trustees |

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Child and vulnerable adult protection policies are in place  
Health and safety policies and procedures are in place

Enhanced Data Barring Checks are carried out prior to commencement of employment and volunteering and renewed every three years and comply with the Disclosure and Barring Service under the provisions of The Protection of Freedom Act 2013

The Trustees meet at least twice per year and has overall responsibility for the management and administration of the funds and for the attainment of the charity's aims

The Trustees have delegated the following responsibilities to the Council of Management

To endorse budgets and accounts

To examine the financial aspects of major projects

The employment of staff

Health and Safety review

The general administration of the charity's affairs on a day to day basis in line with the budget requirements set by the Trustees

All aspects of fundraising

All aspects of fundraising



Cash accounting and sales review

The committee will include a chair nominated by the Trustees

The charity is associated with The Riding For The Disabled Association in that the charity is approved by them for providing the activity of Horse Riding

Cover for Third Party and Personal Accident claims in respect of horse riding is provided by The Riding For The Disabled Association

Insurance cover for other Third Party and Personal Accident claims is provided by the National Farmers Union

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To relieve the needs of those with disabilities and special needs in particular and young offenders, those recovering from alcohol or substance abuse and those suffering conditions such as dementia or stroke by the provision of facilities, activities and educational training in London and the home counties

To provide disabled people with the opportunity of horse riding to benefit their health and well being

In planning our activities for the year the Trustees had regard to the guidance issued by the Charity Commission on public benefit

The focus of our activities for the year is to enable disadvantaged people Including those with profound and multiple disabilities and special needs to enjoy the benefits of a community farm experience which enhances physical and mental wellbeing, improved confidence and the ability to be more independent with the minimum of supervision

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

We aim to educate and enable the development of new skills, provide proven therapeutic benefits, help to foster a sense of personal achievement and help enable people who are disadvantaged to participate more fully in society

Activities include informal training and education in RDA approved horse riding, animal care and management, gardening and horticulture

Structured work placements for disadvantaged people including those with disabilities and special needs which may lead to future employment

A not for profit tearoom/community hub managed by disadvantaged people from local schools and colleges. We provide a professional bistro style setting where people can socialise and enjoy refreshments in a non-judgemental environment



## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Trustees are very grateful for the enormous contribution made by our member volunteers

We appreciate the many hours spent by our volunteers working with and encouraging our beneficiaries

Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much

## Section D

## Achievements and performance



**Summary of the main achievements of the charity during the year**

Entry to the charity is free

There is no charge for taking part in the activities of animal care and management, gardening and horticulture, being involved with the running of the not for profit café/community hub.

There is no charge for taking part in our structured work placement tailored to individual needs and abilities with the aim of helping our beneficiaries to enter the workplace. Benefits are tangible and measurable including increased confidence, social interaction and something interesting to talk about at job interviews.

Storm 'Dennis' caused the charity to close to beneficiaries for nearly 3 weeks in February. The nearby River Colne overflowed its banks, flooding the site resulting in extensive damage to buildings and infrastructure.

The Covid-19 pandemic caused the charity to again temporarily close to beneficiaries from 23<sup>rd</sup> March in compliance with government rules and advice.

The animals are very important to our beneficiaries and during this period of closure the charity managed to retain most of the 45 animals on site with the smaller rabbits and guinea pigs being temporarily rehomed with volunteers.

During this period of closure the charity undertook a staffing review making redundancies and cutting costs to the minimum to ensure a successful re-opening.

The first returning beneficiaries were welcomed back on site 22<sup>nd</sup> September with additional staff to ensure a Covid-19 secure environment and enhanced beneficiary liaison. Participation in activities are prebooked with emphasis on beneficiary interaction and benefit.

The Covid-19 lockdowns and rules have created a pent up demand for the charity services with many enquiries being received from organisations and individual beneficiaries and their carers.

The not for profit tea room remains temporarily closed due to Covid-19 rules.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees have determined a need to maintain six months basic running costs in reserves at the year end.

Expenses support the aims and objectives of the charity with less than 3% spent on administration. Surplus funds are held in reserve to support basic operational running costs

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Trustees are very grateful to the many donors both large and small for their support and although we would like to mention them all, space is restricted to those who have given a minimum of £100.  
If we have left anyone out, please accept our apologies

Ashford Rotary Club, Basil Miles, B&H Worldwide, BIC, Charities Aid Foundation, Churches Together in Egham, Chertsey Rotary Club, Compass Angling, Co-op foundation, Damian Pearson, Dimensions Data Ltd, Edward Gostling Foundation, Elaine Haskins, Enterprise Holdings, Firmenech Ltd, GSK Pensioners Association, Hilton Garden Inn, James Cargo Services, John and Susan Bowers Charitable Trust, Kerry LogisticsLightning Dog Agility, Lynn Foundation, Masonic Relief Scheme, Mrs Boyde, Mrs Cameron, Mrs Danker, Mrs Kitt, National Lottery, Old Boys Lodge, Riding For The Disabled Association, Queensmead School, Sales Force, S.M Armstrong, Wooden Spoon, Wraysbury Jazz Club

## Section F

## Other optional information

The charity was founded in 1986 and formerly known as Spelthorne farm project for the handicapped. It became a Charitable Incorporated Organisation in 2015 with the new name: Heathrow Special Needs Centre with a new Registered Charity Number: 1155421. The new charitable status enables the charity to broaden the opportunities it can provide to disadvantaged people and also make Trusteeship an attractive opportunity.

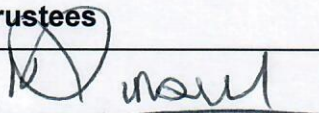
## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s) Kenneth Tinslay

Position (eg Secretary, Chair, etc)

Secretary and Trustee

Date

27<sup>th</sup> April 2021



### **Chair of Trustees Report**

Like every other organisation 2020 has been a challenge never anticipated or before endured. The charity went into January with plans and expectations to build on our continued success from previous years. Planned surgery for a key staff member had resulted in an advance rota being created to ensure animal welfare for what was anticipated to be a period of 3 months. Storm Dennis in early February caused record rainfall within the River Colne catchment and all that water flowed our way and overwhelmed the EA flood defences that were installed in 2004. Lateral flooding combined with rising groundwater throughout the locality meant most of our site was inundated including many buildings. Only the stables building remained above the water and was nicknamed The Ark as all our animals squeezed in together. Staff wore waders and client visits were suspended. Our insurers were informed and two weeks later the site was dry again. A repeat flood occurred in late February causing further disruption to service provision.

Our marvellous staff and volunteers pulled together and we welcomed clients and riders back in early March but Covid-19 was beginning to feature in news bulletins. Only too soon, like much of the country we closed our doors on 23rd March for an unknown period of time expected to be no more than a few months.

Emergency trustee meetings created a framework to maintain the welfare of our animals whilst creating staffing bubbles that meant the rota would be resilient to any positive Covid infections within the staff & volunteers.

Staff whose jobs were suspended, like reception and some riding personnel, were put on government funded furlough. The charities income streams reduced rapidly and it was apparent that difficult months lay ahead.

As the year progressed the charity financial reserves were depleted and, unfortunately, a redundancy consultation was undertaken resulting in our only full time staff position plus a number of part time positions being removed. Losing personnel who had been with the charity for many years was a painful process but one necessary to keep the Centre financially viable.

The enforced closure did create an opportunity to revisit how the Centre functions and the most effective way we could reopen in due course despite our changed circumstances. Volunteers came in small bubbles to undertake essential maintenance whilst the daily pairs of staff/volunteer kept all our animals healthy and stimulated despite the lack of visitor interactions they are used to.

In the latter part of the year we became an enhanced COVID-19 secure workplace meaning we were able to welcome back some limited clients in strict day/time slots to ensure no compromise of bubbles. Also we were able to assist GreenCorridors Learning & Development Centre by providing an overflow parking provision. This co-operation may be the start of other mutually beneficial activities.

The relaxation of government guidance permitted some additional volunteers to attend by adding another person to each daily bubble.

Unfortunately October brought another two flooding incidents in a similar severity to those of earlier in the year. A well proven process kicked into action with all livestock moved



promptly and fortunately no repairs from the February floods had been undertaken to water damaged buildings due to Covid restrictions meaning the fabric of the site remained mouldy and sad looking.

The Environment Agency and our landlords, Heathrow Airport Ltd, are working together to understand the reasons for the change in hydrology in the area and find permanent resolutions. The flooding has affected many other properties locally plus airport operations so a resolution must be found.

As the year comes to a close the feared second wave of the pandemic is appearing and a further closure to clients appears inevitable. On a more positive note the creation of a more client friendly and activity encouraging Warren is being built to house our rabbits and guinea pigs in communal spaces. Also the duck pond has been profiled to allow clients to sweep the water out easily making another fun job that can be completed regularly. In due course the repairs to buildings as part of our insurance claim will bring us back to full functionality.

More than ever this year I am profoundly grateful to all staff, volunteers and trustees who have gone the extra mile to keep the charity viable. There have been no company volunteer days at the Centre this year and I am aware that many of those people who came previously are now unemployed which is also tragic. The near closure of the airport has led to many of our local business connections be severed as they struggle to remain viable.

The next year will see us reopen in a leaner, fitter and wiser framework to welcome our former clients back together with, I am sure, a broader new cohort who have been affected by this pandemic. Whilst our finances are in a difficult place the desire to rise above this years trials and tribulations and deliver even better services is paramount and keeps us all enthused to carry on.

Dorian Mead  
Chair of Trustees



## Treasurer's Report

The Charity Accounts for the year ended 31 December 2020 follow and include details of restricted grants. The Accounts have been independently examined by S M Armstrong and his report is also attached.

At the outset of 2020 as commented in my last annual report, the centre was faced with unprecedented existential threats forcing temporary closure, namely severe flooding from the River Colne and the requirements of Covid-19 restrictions. Now looking back at 2020 as a whole, the accounts show a significant deterioration in financial position when compared to 2019 or any other recent year.

Overall Donations and Grants in 2020 were slightly below those in 2019, though made up of very different elements to usual:

Government support included one off funding of £15,000 via the Coronavirus Job Retention Scheme funds to support our employees, plus a small amount of Gift Aid. Beyond the Job Retention Scheme, it is very disappointing to note that the centre has been rejected for every single Covid-19 charity or business grant scheme applied for during the year. Despite repeated follow up, engagement from local council and government has to date been negligible.

Donations from Corporate and other organisations remained broadly flat in 2020 versus 2019 and the centre is as always extremely grateful to the organisations that support us. Sadly many local businesses that regularly support the centre have also been affected by the pandemic, preventing attendance of their volunteer groups and forcing reductions in their financial support.

Other donations from individuals reduced by circa 50% in 2020, in part impacted by lockdown measures causing the centre to be closed to clients for around 7 months.

Trading income reduced by circa 70% in 2020 versus 2019. This income has historically been driven by fees charged as a contribution towards horse riding, the most expensive single activity provided at the centre.

Due to the flood and subsequent lockdown measures, in 2020 the centre provided only 20% of the rides delivered in 2019 but incurred a normal level of costs. It is important to note that the centre has in the past received significant funding which is restricted to horse riding, however the restrictions typically prevent their use for animal care staff costs or insurance which are actually the biggest costs of providing horse riding.

In terms of expenditure, the Trustees have actively engaged in necessary cost reductions. Excluding one off items, the centre now requires core funding of circa £6,000 per month to cover current lower levels of activity, a reduction of 20% compared to 2019. As the economy is expected to return closer to normal in 2021, core funding requirements of £7,500 per month are expected to cover employees' wages, utilities, animal feed & husbandry and repairs & maintenance.

It is important to note that running farm based facilities for our clients attracts high operational costs that do not significantly reduce when the centre is forced to remain closed, staff costs toward animal care for instance continued during the three lockdowns in 2020.

In terms of overall available resources, the charity ended 2020 with a 45% or £27,000 reduction in total cash reserves. The Trustees usually seek to retain 6 months of running costs in unrestricted cash reserves and it is this level of prudence that has secured the survival of the centre thus far. The Trustees continue to be active in seeking funding and estimate that above covering current annual running costs of £72,000, the centre needs to secure one off



additional income of £50,000 to replenish reserves and secure the facilities for our beneficiaries in 2021 and beyond.

For those individual donors who can make and sign a Gift Aid Declaration, the charity can reclaim the Income Tax content of the donation from HM Revenue and Customs.

Damian Pearson ACMA CGMA  
Treasurer  
18<sup>th</sup> April 2020



**HEATHROW SPECIAL NEEDS CENTRE**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**



# HEATHROW SPECIAL NEEDS CENTRE

## Statement of Income and Expenditure for the Year ended 31 December 2020

|                                                                          | <u>Note</u> | <u>2020</u><br>£     | <u>2019</u><br>£      |
|--------------------------------------------------------------------------|-------------|----------------------|-----------------------|
| <b><u>Income</u></b>                                                     |             |                      |                       |
| Donations receivable                                                     | 2           | 65,340               | 70,393                |
| Trading Income                                                           | 3           | 11,872               | 36,452                |
|                                                                          |             | <hr/>                | <hr/>                 |
| <b>Total Income</b>                                                      |             | <b><u>77,212</u></b> | <b><u>106,845</u></b> |
| <b><u>Expenditure</u></b>                                                |             |                      |                       |
| Charitable activities                                                    | 4           | 94,746               | 93,103                |
| Administration                                                           | 5           | 2,567                | 2,877                 |
| Depreciation of assets                                                   |             | 441                  | 1,730                 |
|                                                                          |             | <hr/>                | <hr/>                 |
| <b>Total Expenditure</b>                                                 |             | <b><u>97,754</u></b> | <b><u>97,710</u></b>  |
| <br><b>Excess( Deficit ) of Income<br/>over Expenditure for the year</b> |             |                      |                       |
|                                                                          |             | <b>-20,542</b>       | <b>9,135</b>          |
| <br>Endowment Fund Balance b/f                                           |             | <br>40,226           | <br>31,091            |
|                                                                          |             | <hr/>                | <hr/>                 |
| <b>Endowment Fund Balance c/f</b>                                        |             | <b><u>19,684</u></b> | <b><u>40,226</u></b>  |

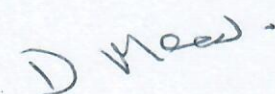


# HEATHROW SPECIAL NEEDS CENTRE

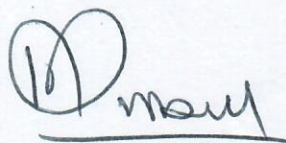
## Balance Sheet as at 31 December 2020

|                                                                                   | Note | <u>2020</u><br>£     | <u>2019</u><br>£     |
|-----------------------------------------------------------------------------------|------|----------------------|----------------------|
| <b><u>ASSETS</u></b>                                                              |      |                      |                      |
| <b><u>Fixed Assets</u></b>                                                        |      |                      |                      |
| Centre assets at Net book value                                                   |      | 1                    | 442                  |
| Leasehold property and improvements thereto at cost and value at time of donation | 6    | 104,273              | 98,790               |
|                                                                                   |      | <u>104,274</u>       | <u>99,232</u>        |
| <b><u>Amortisation</u></b>                                                        |      |                      |                      |
| Calculated to write off the cost etc over the 5-year term of the lease            |      | 97,822               | 96,038               |
| Net Book Value at 31 December 2020                                                |      | <u>6,452</u>         | <u>3,194</u>         |
| <b><u>Current Assets</u></b>                                                      |      |                      |                      |
| Gift Aid Claim                                                                    |      | 0                    | 779                  |
| Horse & riding equipment at value                                                 |      | 500                  | 500                  |
| Prepaid expenditure                                                               | 7    | 0                    | 0                    |
| Cash at Bank                                                                      | 8    | 34,426               | 61,759               |
| Cash in Hand                                                                      |      | <u>0</u>             | <u>0</u>             |
|                                                                                   |      | <u>34,926</u>        | <u>63,038</u>        |
| <b><u>TOTAL ASSETS</u></b>                                                        |      | <b>41,378</b>        | <b>66,232</b>        |
| <b><u>LIABILITIES</u></b>                                                         |      |                      |                      |
| Creditors and Accrued charges                                                     | 9    | 21,694               | 26,006               |
| Endowment Fund at 31 December 2020                                                |      | <u><b>19,684</b></u> | <u><b>40,226</b></u> |

The Accounts were approved by the Board on April 2021 and signed on its behalf.



Dorian G Mead  
Chairman



Ken Tinslay  
Secretary



## HEATHROW SPECIAL NEEDS CENTRE

### Notes forming part of the Financial Statements For the Year ended 31 December 2020

#### 1. Accounting Policies

There has been no change to the accounting policies during the year.

The financial statements have been prepared under the historic cost convention using the following accounting policies.

##### Basis of Accounting

These Accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, not as cash received and paid.

##### Fund raising

The charity's endowment funds include all funds of the charity, which it may use for its purposes at its discretion. All the assets are vested in the trustees.

##### Income

All voluntary income is included in income on receipt. Donations under the gift aid scheme plus the associated income tax recovery are recognised as income when the donation is received. Specific donations are applied according to the requirements of the donor and are accounted for in accordance with the Charities SORP. Donations of items other than cash are included in income at market value on receipt.

##### Fixed assets and depreciation

Fixed assets are included in the accounts at the historical cost and in the case of donated assets, at fair value at the date of acquisition.

Depreciation is provided to write off the cost less estimated residual value of all fixed assets over their expected useful lives. It is calculated on the original cost of the assets at the following rates :

|                           |                       |
|---------------------------|-----------------------|
| Leasehold buildings       | 20% on cost per annum |
| Centre & Office equipment | 20% on cost per annum |

The leasehold property and improvements thereto are amortised over the term of the lease.

##### Administration expenditure

Administration expenditure comprises all costs incurred in running the charity, which cannot be directly related to the charity's project.



# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2020 (cont'd)

|                                        | <u>2020</u>   | <u>2019</u>   |
|----------------------------------------|---------------|---------------|
|                                        | £             | £             |
| <b>2. <u>Donations receivable</u></b>  |               |               |
| HMRC CJRS/Government Grants            | 15,585        | 1,432         |
| Corporate Donations/Grants             | 33,142        | 35,844        |
| Other Donations/Grants                 | 16,113        | 29,617        |
| Donated Items                          | 500           | 3,500         |
|                                        | <u>65,340</u> | <u>70,393</u> |
| <b>3. <u>Trading Income</u></b>        |               |               |
| Farm produce sales                     | 987           | 2,310         |
| Riding fees                            | 5,990         | 28,892        |
| Misc trading income                    | 4,895         | 5,250         |
|                                        | <u>11,872</u> | <u>36,452</u> |
| <b>4. <u>Charitable activities</u></b> |               |               |
| Training and CRB staff costs           | 508           | 1,897         |
| Farm supplies                          | 9,767         | 17,593        |
| Farm wages and salaries                | 63,902        | 58,176        |
| Honoraria                              | 3,000         | 3,000         |
| Open day and fund raising              | 0             | 0             |
| Membership fees and donations          | 0             | 303           |
| Council tax & Water rates              | 1,112         | 998           |
| Electricity and fuel                   | 2,436         | 2,358         |
| Insurances                             | 7,811         | 7,228         |
| Insurance Claim Excess                 | 2,500         | 0             |
| Telecommunications                     | 820           | 711           |
| Property maintenance and renewals      | 1,053         | 763           |
| Motor and travelling                   | 53            | 76            |
| Amortise - Leasehold improvements      | 1,784         | 0             |
|                                        | <u>94,746</u> | <u>93,103</u> |
| <b>5. <u>Administration</u></b>        |               |               |
| Payroll administration fees            | 1,378         | 1,531         |
| Accountancy/review fee                 | 840           | 840           |
| Postage, stationery and sundries       | 349           | 446           |
| Legal fees                             | 0             | 60            |
|                                        | <u>2,567</u>  | <u>2,877</u>  |



# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2020 (cont'd )

|                                                                                                                                                                                  | <u>2020</u>             | <u>2019</u>             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|
|                                                                                                                                                                                  | £                       | £                       |
| <b>6. <u>Leasehold property and improvements</u></b>                                                                                                                             |                         |                         |
| Balance b/f                                                                                                                                                                      | 98,790                  | 95,351                  |
| Additions                                                                                                                                                                        | <u>5483</u>             | <u>3439</u>             |
| Balance at 31 December 2020                                                                                                                                                      | <u><u>104,273</u></u>   | <u><u>98,790</u></u>    |
| <b>7. <u>Prepaid expenditure</u></b>                                                                                                                                             |                         |                         |
| Credit from supplier                                                                                                                                                             | <u><u>0</u></u>         | <u><u>0</u></u>         |
| <b>8. <u>Cash at Bank</u></b>                                                                                                                                                    |                         |                         |
| Current Account                                                                                                                                                                  | <u><u>34,426</u></u>    | <u><u>61,759</u></u>    |
| <b>9. <u>Creditors and Accrued charges</u></b>                                                                                                                                   |                         |                         |
| Sinking Fund Reserve                                                                                                                                                             | 5,000                   | 5,000                   |
| Accountancy/review fee                                                                                                                                                           | 816                     | 816                     |
| Honoraria                                                                                                                                                                        | 500                     | 500                     |
| Payroll costs                                                                                                                                                                    | 3,231                   | 4,552                   |
| Restricted Income(Note 10)                                                                                                                                                       | 9,647                   | 15,138                  |
| Insurance claim excess                                                                                                                                                           | 2,500                   | 0                       |
|                                                                                                                                                                                  | <u><u>21,694</u></u>    | <u><u>26,006</u></u>    |
| <b>10. <u>Restricted Income</u></b>                                                                                                                                              |                         |                         |
| During the Year, Grants were received from various organisations for specific purposes.<br>The Grants have been accounted for in accordance with the Charities SORP as follows : |                         |                         |
|                                                                                                                                                                                  | £                       | £                       |
| Balance b/f                                                                                                                                                                      | 15,138                  | 22,237                  |
| Grants received in 2020 (page 6)                                                                                                                                                 | 17,456                  | 15,787                  |
| Applied in year (page 6)                                                                                                                                                         | <u><u>(-22,947)</u></u> | <u><u>(-22,886)</u></u> |
| Balance c/f to 2021 (note 9 )                                                                                                                                                    | <u><u>9,647</u></u>     | <u><u>15,138</u></u>    |



# HEATHROW SPECIAL NEEDS CENTRE

Notes forming part of the Financial Statements for the year ended 31st December 2020  
Balance of Restricted Grants received in 2019 and prior and applied in 2020

| Donor of Funds              | Restricted Purpose                | Month Donated | Bal B/F to 2020 | Applied in 2020 | Bal C/F to 2021 |
|-----------------------------|-----------------------------------|---------------|-----------------|-----------------|-----------------|
| Pat Lic grant               | Rabbit Hutches                    |               | £ 499.00        | £ 499.00        | £0.00           |
| Sarah Cuff                  | Vet fund Chispa & Pirelli         | Mar-18        | £ 713.55        | £ 713.55        | £0.00           |
| Sarah Cuff                  | Vet fund Whispa & Diva            | Aug-18        | £ 996.00        | £ 100.00        | £896.00         |
| UPS Foundation              | Farmhouse, New Path, Riding Arena | Oct-18        | £ 9,159.67      | £ 5,572.43      | £3,587.24       |
| Sue Kit                     | Equestrian                        | Jun-19        | £ 342.69        | £ 342.69        | £0.00           |
| London Community Foundation | Operating costs                   | Sep-19        | £ 663.28        | £ 663.28        | £0.00           |
| Firmenech                   | Equestrian                        | Sep-19        | £ 1,428.66      | £ 1,428.66      | £0.00           |
|                             | Café                              | Aug-18        | £ 334.98        | £ 334.98        | £0.00           |
|                             | House                             | Aug-18        | £ 1,000.00      | £ 1,000.00      | £0.00           |

## Schedule of Restricted Grants received in 2020 and applied in the year.

| Donor of Funds                              | Restricted Purpose                                                                    | Month Donated | Bal B/F to 2019   | Applied in 2019   | Bal C/F to 2020  |
|---------------------------------------------|---------------------------------------------------------------------------------------|---------------|-------------------|-------------------|------------------|
| COOP                                        | Horse riding                                                                          | Apr-20        | £ 3,063.11        | £ -               | £3,063.11        |
|                                             |                                                                                       | Nov-20        | £ 1,450.99        | £ -               | £1,450.99        |
| Wooden Spoon                                | Emergency Funding Project                                                             | May-20        | £ 2,500.00        | £ 2,500.00        | £0.00            |
| CAF                                         | Covid Emergency Funding Grant                                                         | Jun-20        | £ 4,000.00        | £ 4,000.00        | £0.00            |
| RDA                                         | Covid Emergency Funding: Equestrian                                                   | Jul-20        | £ 2,000.00        | £ 1,350.41        | £649.59          |
| National Lottery                            | Covid Emergency Funding                                                               | Jul-20        | £ 3,500.00        | £ 3,500.00        | £0.00            |
| Damian Pearson                              | Restarting Covid Secure client activities with plants and/or animals excluding horses | Aug-20        | £ 942.25          | £ 942.25          | £0.00            |
| Total for the year 2020                     |                                                                                       |               | £ 17,456.35       | £ 12,292.66       | £ 5,163.69       |
| Total for the year 2019 And prior years B/F |                                                                                       |               | £ 15,137.83       | £ 10,654.59       | £ 4,483.24       |
| At 31st December 2020                       |                                                                                       |               | <u>£32,594.18</u> | <u>£22,947.25</u> | <u>£9,646.93</u> |



## **Independent Examiner's Report to the Trustees of the ' HEATHROW SPECIAL NEEDS CENTRE '.**

I report on the accounts of the charity for the year ended 31 December 2020, which are set out on pages 1 - 6.

### **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.

It is my responsibility to :

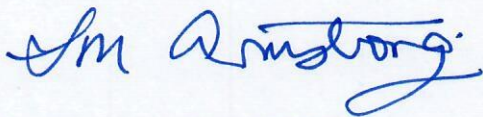
- examine the accounts (under ss132-166, Charities Act 2011 (CA2011)).
- to follow the procedures laid down in the General Directions given by the Charity Commissioners and
- to state whether particular matters have come to my attention.

### **Basis of Independent Examiner's report.**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In connection with my examination no matter has come to my attention.



**S M Armstrong FMAAT, ATT**

**S M Armstrong & Co  
15-17 Church Street,  
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TW18 4EN**

**27 April 2021**