

Charity registration number: 1156447

Bedford & District Cerebral Palsy Society

Annual Report and Financial Statements

for the Year Ended 31 March 2021

Community Accounting Plus
Units 1 & 2
North West
41 Talbot Street
Nottingham
NG1 5GL

Bedford & District Cerebral Palsy Society

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Bedford & District Cerebral Palsy Society

Reference and Administrative Details

Trustees	Josephine Cullen
	Eileen Swaisland
	Lee Mostari
	Cherry Roomes
	Suzannah Lee
	Peter Mount
	Ellen Edwards
	Lynn Colson
	Robert Bunting
Senior Management Team	Jane Howard White, Services Director
Principal Office	43 Bromham Road Bedford MK40 2AA
Charity Registration Number	1156447
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Bedford & District Cerebral Palsy Society

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2021.

Trustees

Josephine Cullen, Chair

Eileen Swaisland

Lee Mostari, Treasurer

Cherry Roomes

Suzannah Lee

Peter Mount

Ellen Edwards

Lynn Colson

Robert Bunting

Governance and management

On the 6 April 2014, BDCPS set up a new Charitable Incorporated Organisation (CIO) -registered charity 1156447 and a new constitution was adopted. All of the operations, contracts and assets of the “old charity” (number 207386) were transferred to the new charity on this date.-The “old charity” effectively ceased operations at midnight on the 5 April 2014.

The CIO status offers the charity the benefit of legal entity status and limited liability protection. The trustees of the “old charity” became the trustees of the new CIO. Under the terms of the new constitution Trustees are appointed for a tenure of three years and are available for re-selection at the annual AGM.

Trustees are appointed based on the skills gaps identified throughout the charities year with the aim of improving the effectiveness of the existing board. Membership is open to all interested in supporting the charities objectives.

There is a child and vulnerable adults safeguarding policy in place. Two references and Disclosure and Barring Service checks are carried out before people take up voluntary or employment opportunities which may bring them into regular contact with vulnerable people.

A comprehensive set of policies and procedures has been developed to ensure we give people the best possible service. These are reviewed, updated if necessary and signed off by trustees on a rolling basis through the year. There is also a decision making framework demonstrating priorities and ensuring that decisions made by trustees are considered against these. This is also reviewed at regular intervals to ensure it's effectiveness.

BDCPS works in partnership with other local agencies and groups where appropriate for the enhancement of provision and projects.

The Covid 19 restrictions placed upon the country this year has meant that services have in the main taken place virtually. However, the community relationships and further partnerships and relationships have been developed in order to provide a continual offer to those we serve.

Ridgeway School (a special needs school in Kempston) is used as the base for most of the activity schemes as it provides a range of fully accessible facilities. During a restriction lift a very small scheme went ahead in the summer running parallel with online services/activities.

Little Sweet Peas early support groups are run at two venues, the Child Development Centre in Bedford and The Hub in Biggleswade.

Bedford & District Cerebral Palsy Society

Trustees' Report

The Caldecotte Xperience where we continue to support young people, siblings and families is accessed for a wide range of outdoor pursuits.

Bedfordshire Music Therapy partner BDCPS in an early support music therapy group continued from an earlier pilot and continued throughout the pandemic restrictions.

Storage King in Bedford have provided free storage for club and scheme equipment and also provide a shredding service to ensure data compliance.

St Johns Special School Pool is usually accessed for the family swim sessions.

The Cutler Hammer Sports Club provide the venue for the newly formed parent/carer singing support.

Collaborative projects have also been undertaken with Spectrum Community Arts and The Fullhouse Theatre Company.

We will continue to seek partnerships with other appropriate space providers and activity providers as lockdown restriction change in order to broaden the range of opportunities offered to children, young adults and their families to strengthen community links.

The contingency reserves have come into the fore this year with the opportunities to raise funds dramatically diminished by the lockdowns.

Sub-groups and committees have been allocated to specific areas where it is felt that we need more focus than the quarterly full management meetings can provide. These sub groups have been tasked this year to focus on the organisations strategic plan moving forward into the next five years. This has been somewhat curtailed during the period of lockdowns forced on the country by the Covid 19 pandemic. However, sub groups are working on service user engagement to drive strategy and also work has begun in partnership with a volunteer from the Cranfield Trust to look at the viability of a BDCPS building. Sub-committees have clear instruction and delegated authority from the management committee.

A strategic officers group meet on a monthly basis and senior staff report to this group and cascade any information through the board in preparation of the quarterly meet.

Objectives and activities

Objects and aims

The objects of the CIO are to relieve persons with any form of cerebral palsy or a related disability by assisting in the care, welfare, treatment and education of such persons and of their families and carers in the Bedford borough and central Bedfordshire regions but with power for the trustees to assist people requiring assistance or appropriate organisations in the immediately adjoining areas if they consider this to be appropriate. Nothing in this constitution shall authorise an application of the property of the CIO for purposes which are not charitable.

Public benefit

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Bedford & District Cerebral Palsy Society

Trustees' Report

Activities undertaken for public benefit

Activities include:

Children's services

- o Holiday schemes
 - Skool's Out
 - College's Out
 - Little Sweetpeas
 - Sibling Opportunities
 - Family groups

o Clubs

- JJ's Crew
- ACE Unlimited
- Stampede
- Family Swim Club

Support and advocacy

- Gateopener
- Wellbeing
- Little Sweet Peas

Adventures

- Tailored Day trips

Welfare and assistance

Opportunities for volunteering

Some of the benefits to the public will be demonstrated throughout this report.

Achievements and performance

This year's unprecedented circumstances has meant that we have had to not only continue to identify and plan the scope and reach of our services within the continued constraints of increasing austerity, political uncertainty and statutory service universal cuts. We have also had to look constantly at contingency plans and the implementation of adaptive services that responded to the lockdowns and restrictions and continued to support those we serve.

We maintained the development and improvement of established services and our reputation to continually reflect and strive for excellence throughout the changing lockdown periods and restrictions. To do this we have continued to review, consult on the services on offer and how best to serve our members within these uncertain times.

We have continued to be very mindful of any substantial project growth in order to amalgamate processes and procedures and ensure the most effective best practice, governance and service delivery. However, sub groups are working on elements of an overall 5-year strategy with the engagement with service users at the forefront of the work to ensure that those we serve get appropriate service and support and best use of funds.

All salaried staff have continued working from home throughout the year.

Over the course of the year we have strived to further support and enrich the lives of our members and continually reflect, review and improve our established compliment of services with the adaption of many services to virtual formats, creative contacts through such things as hello cards, telephone and video support calls etc.

We are particularly aware of the importance of assisting our families to build resilience and look after their wellbeing under the increasing public service strain and especially through this time of great uncertainty and lockdown restrictions.

Bedford & District Cerebral Palsy Society

Trustees' Report

We provided 4,063 hours of direct and virtual services with 3,380 attendances. From 80 young people and 71 families plus 12 new families coming on board, working within the restrictions enforced by the pandemic.

As government guidelines eased after the first lockdown we were able to offer a reduced, Covid 19 safe summer play scheme. We were also able to offer several other face to face opportunities in the other school holidays where restrictions allowed. Most activity, however, was virtual or support based e.g. deliveries, prescription pick up etc. A full suite of activities was created by the team and delivered on line. Family support services grew in response to need across the pandemic with a focus on wellbeing and building positive ways to gain resilience. Groups such as Little Sweet Peas continued virtually alongside Little Music Makers for the under 5's.

We are very proud to share in the successes and achievements of the families we support. We outline some of the highlights from our year below.

CHILDREN AND YOUNG PEOPLE'S SERVICES

SKOOL'S OUT is usually held during school holidays, the play schemes are open to complex physical and learning-disabled young people (aged 8-19). The activities are varied, fun, inclusive and empowering. Appropriate assessed staff ratios enable full, safe and meaningful participation.

During this summer restrictions had been lifted somewhat and with careful consideration and robust infection control measures a small scheme with 2 "bubbles" went ahead at Ridgeway School running in conjunction with a virtual programme for those too clinically vulnerable to attend face to face.

Other school holidays have been delivered virtually in the main with family walks and outdoor activities at times when restrictions and exemptions allowed.

CLUBS

STAMPEDE

A specialist monthly play club for young people (5-14) held on Saturday mornings offering structured and exciting sensory activities in consultation with young people and families. This club has continued to be developed and delivered online in a virtual format with resource deliveries to enable full participation and a continued link to friends for the young people.

JJ's CREW

A vibrant and inclusive monthly youth club for disabled teenagers (14-18) who wish to socialise with their peers. Sports, cooking, arts/crafts and life skills all on site. This service strongly focuses on developing life skills and independence. This year the group have enjoyed virtual activities of their choice.

ACE UNLIMITED

The ACE transition youth club is for young people aged 18-25. The clubs focus is on helping young people mature into adulthood and independence. In response to feedback and a focus group of young people the club took on a more responsive format. Moving away from the regular youth setting to group activities within the community. Small groups of likeminded young people attended activities and events on offer to suit them e.g. cinema and a drink, pub supper, light switch on at Christmas etc. The pandemic has also forced this group into a virtual format where the young people have led the content and activities.

BDCPS takes great care in ensuring a professional and individualised approach to all schemes and clubs. This has been a great challenge in order to respond best to need within the restrictions and changing guidelines of the pandemic. Ensuring that services are adapted for each young person to meet their unique interests and individual needs.

In addition to rigorous safeguarding, selection and supervision processes, staff and volunteers have continued to be offered training opportunities both virtual and face to face sessions where restrictions allowed.

Bedford & District Cerebral Palsy Society

Trustees' Report

FAMILY SERVICES

GATEOPENER

The Gateopener project provides support and advocacy for families whose lives are affected by Cerebral Palsy and associated disabilities. This ranges from ad-hoc requests for information, attendance at key meetings and appointments (e.g. at hospital), to casework and key working for families. There is an information support line and parent/carer support get-togethers are organised. Families are supported in navigating the bureaucracy and struggles that are so often a major part of living with a disabled child/person.

The lockdown and restrictions this year have also had a big effect on families' access to vital support services and respite time, leaving many feeling further isolated by their circumstances.

PARENT/CARER WELLBEING

Parent/carer wellbeing opportunities have been developed further this year in response to the nationwide and local research on the need for and beneficial outcomes of parent/carer mental health and wellbeing exacerbated by the isolation and added pressures within the home during the lockdowns. In response to this we have been able to create a range of wellbeing opportunities both online and face to face where exemptions allowed. These have included singing support, arts therapies and deep relaxation.

FAMILY SWIM

This monthly group continued up to the time of the pandemic restrictions to enable the whole family to participate in an activity that other families do together with little effort. Staff attend to support needs at a local hydrotherapy pool. There is the added opportunity to get together informally after swimming for refreshments. It is hoped that the roadmap to the lifting of restrictions will enable this club to be reinstated.

LITTLE SWEET PEAS: “Guiding those first steps”

Little Sweet Peas is an evolving early intervention special needs play and support group. It is an open-door group where parents can bring along their disabled child and any siblings less than 5 years to play and share a lunch together. Also young people under eight whose health needs are so great they cannot access school are able to attend. Parents and carers get the chance to share ideas and gain support from each other and the information and support staff. The group met at a different venue across the county twice a month however a virtual timetable of opportunities has had to be developed to continue to support this group during the lockdown period. This includes virtual sensory stories, music groups and guided play.

PARENT/CARER TRAINING

Training focussed and tailored to assist parent carers in managing the practical aspects of bringing up a child with disabilities. This will resume once face to face services are fully reinstated. A member of the support team will be undertaking a “triple P” parenting with the aim to deliver courses to parent/carers in the next year.

Welfare and assistance

BDCPS awards grants to individuals and families who need specialist equipment to help them with their condition. Usually grants of £500 are offered to support families with the purchase of specialist equipment. During this year the charity increased the pot of money on offer to families in order to support needs arising from the pandemic. Loan items were also made available to families.

Opportunities for volunteering

We continue to offer excellent opportunities for people in the community to volunteer. The opportunities range from short duration events such as fundraising or assisting in office duties, through to longer commitments such as supporting our three-week summer play scheme. These opportunities benefit the individual in discovering and developing what they are good at, and building confidence and self-esteem. Our volunteers remain a vital component of our operating model particularly during the lockdown period where they have assisted with food deliveries, prescription pick-ups and telephone, on-line and virtual support. We are immensely grateful for their participation.

Bedford & District Cerebral Palsy Society

Trustees' Report

BDCPS KEY STRENGTHS

- BDCPS has been able to respond effectively in support of those we serve throughout the changing phases of the pandemic restrictions and lockdowns;
- BDCPS has over 60 years experience working with families in Bedfordshire. Our key staff have over 100 years experience between them;
- BDCPS is a values driven organisation and holds the families we work with at the centre of all our processes;
- We look for creative solutions, rather than operating rigid services. We look to provide the best outcomes with the best use of resources;
- BDCPS gets to know the families we work with and they trust us to reach the best possible outcomes for them. They therefore open up to us about the issues affecting their family and the help they need;
- Our staff really understand the children they work with as our activity groups are small enough to respond to their needs, interests and choices;
- BDCPS is the only specialist scheme that runs sessions in all holidays, includes siblings and operates extended hours to meet family needs. As a consequence members of many other groups also use BDCPS throughout the year;
- BDCPS staff work unsocial hours to ensure families are not left without support;
- BDCPS works to sound policies and procedures. We are registering with Ofsted for the voluntary register;
- BDCPS aims to be the 'best in class' we have the desire to always listen, evaluate and continuously improve. We will not allow growth to become a disconnect from purpose;
- BDCPS will recognise where others are specialists and not duplicate the activities of others;
- Equal opportunities are implemented in all areas of our work;
- A solid training programme that prepares our staff for the children's needs and gives families confidence in our abilities. These can include:

Manual Handling;

Speech and Communication;

Feeding - complex feeding issues and gastrostomy tube;

Safeguarding;

Disability awareness;

Epilepsy awareness and the administration of emergency medication, oxygen, suctioning and medications.

Allergy awareness and administration of an Epi-pen;

Movement and posture;

Play training;

- Our sessions have a standard 1:1 staffing ratio as appropriate. We operate this without applying for additional funding from local authorities;
- Our activity services for young people that do not require parents to stay or provide a carer enables them to have true respite from care and not duplicate their direct payments;
- We operate a diverse and creative activity timetable, accessing mainstream activities and community activities;
- Working in partnership;
- BDCPS provide places to children who have no alternative. We cater for over 50 different disabilities and include those that need medication including emergency, oxygen, suctioning, gastro feeding, hoisting and personal care.

FEEDBACK EXAMPLES

"I was stressed when I arrived for the virtual gong sound bath but I'm not now. That's the longest I've been still for a while. Usually thinking about when meds are due or there's always something but I switched off. I can't remember the last time I stopped for an hour."

"We would like bingo every week apart from when the quiz is on. It's the highlight of my kid's week. They love it they can't wait until fri evening for the bingo."

"L had a wonderful time making pancakes... and we all have a wonderful time eating them. Thank you BDCPS for a great activity."

"BDCPS you're amazing. You impact so many people in such a positive and selfless way"

Bedford & District Cerebral Palsy Society

Trustees' Report

“You lot are amazing, thanks for all your kindness and help to my family, impossible to manage without you at the moment!”

“I love to read about all the lovely adventures you give the children, and most of all I love to see the nice photos of my gorgeous granddaughter”

“I would like to thank you for all the lovely sessions you have given us. I do not know where I would be right now. The lockdowns have been so hard but of course BDCPS were there for me! Thank you!”

“BDCPS the simple things like the birthday cards, the thinking of you cards and the lovely care bag when I was really struggling have lifted my spirits. You are amazing”

“I can’t thank you enough for being there for my family this year”

"BDCPS is such a great charity to work for. They are kind do great training and this has helped me so much with my communication”

Financial review

Policy on reserves

The trustees revised the reserving policy in 2018 and will be reviewed at subsequent AGM meetings. There are now sufficient unrestricted reserves maintained to cover 18 months of budgeted activity in addition to the operating cash we need to run our day to day activities. This decision on this reserve has been carefully considered as a means to ensure that families will remain supported for at least one year should the charity fail to raise sufficient funds and identify a need to cease operating. Legal requirements such as redundancy payments are also taken into account within this fund.

Principal funding sources

The trustees maintain a diverse range of funding for the charity’s activities to mitigate risks and ensure that funding is sustainable. Funding comes from four main sources:

- Contracts and service level agreements with local councils to deliver essential services on their behalf. We have contracts with both Bedford Borough and Central Bedfordshire Council;
- Grant income from charitable trusts and government sources. This is usually for specific projects and purposes;
- Our own fundraising activities and donations from the community;
- Subscriptions from members paid to access specific services.

In addition to local authorities, we have received generous grants and support from:

Fundraising events have been restricted by the pandemic although we were able to create some virtual events. Face to face events such as the Charity Ball were not possible and had to be cancelled.

However, we received money via:

Facebook giving, Virgin Media giving, Amazon Smile, Just Giving, Easy Fundraising, Virtual Craft Fair, and the Bonus Ball.

Discretionary Grants came in from:

BBC Children In Need, Groundwork Tesco Bags of help, BLCF and Globals Make Some Noise.

Donations were made to the charity by the following:

The Blakemore Foundation, The OFlynn Family, Helen Robinson, The McMurdy Family, Mostari Family, Ladbroke Coral Trust, MKGU Rotary Charitable Trust, Jones Family, Gillespie Family, Doreen Fish, Il Pecoro Ltd, Cavanagh/Heal family, Robert Bunting, TUI, Bedford Modern School, White Hart Campton, The Yorkshire Gray, Cople Craft Club, Layton Family, Saunders Family, Elaine Beal, Greene Family, Circuit Family, Kirsty Edwards, Phillips Family.

Bedford & District Cerebral Palsy Society

Trustees' Report

Investment policy and objectives

We maintain an investment portfolio that is managed on a medium-to-low risk basis by our fund managers. The majority of this is the legacy of money raised through the sale of land and buildings that the charity was founded with. The main purpose of this portfolio is to support our reserves policy as outlined above.

In addition we hold a current account in which we maintain sufficient cash to cover operational costs and payroll expenses.

Building strong foundations for the future

Throughout 2020/21 BDCPS aimed to continue to support service provision and look to bridge gaps in services to enable families to live as 'normal' a life as was possible living within the restrictions of a pandemic. The focus and development over the year has been to support families in the best ways possible whilst maintaining safety for this very vulnerable group. In the following year we hope to successfully gain support and continue investing in improving the charities infrastructure to enable it to effectively and efficiently meet its objects and to provide a good platform for service sustainability and effective management.

- to continue to extend the support provision in the early years groups, working closely with other professionals i.e. nursing teams, social work teams, education and therapies.
- to develop and monitor against National statistics for wellbeing support sessions to include an element of relaxation and development of personal resilience and coping strategies.
- to continue the development of wellbeing services and collaborate with other service providers to support and encourage self care in families.
- continue to develop and deliver support to families awaiting statutory assessments and services with out reach support sessions. To work alongside statutory providers to strengthen and enable the best outcomes for those we serve.
- to continue to support any Dads/Male carers who would like to access services and respond to identified need where we can support this and them in their own right.
- continue the involvement of our families in shaping our services by developing young people/parent forums.
- develop the "voices" of young people work throughout the other activities within the clubs to develop the life skills young people need to achieve their aspirations and start to take control of their lives.
- continue strengthening the organisational strategies by consolidating business plans, decision making frameworks and applying training to develop our supporting structures. We will amalgamate this with the implementation of the quality assurance system.
- look to research and implement processes and working practices that will support the continuation and sustainability of the charity within the changing socio- economic climate and throughout the C19 pandemic lockdown.

Finally, I as chair (Josephine Cullen) would like to thank everyone whose time, efforts, and commitment make our BDCPS so special. We could not do what we do without our magnificent staff, volunteers and supporters. Also the local community that support us in a variety of ways to continue to serve our service users.

Most important of all though, are our members. We are indebted to them for making what we do such a pleasure and it is a privilege to be a part of their journeys.

Bedford & District Cerebral Palsy Society

Trustees' Report

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The annual report was approved by the trustees of the charity on and signed on its behalf by:

.....

Josephine Cullen

Trustee

Bedford & District Cerebral Palsy Society

Independent Examiner's Report to the trustees of Bedford & District Cerebral Palsy Society

Independent examiner's report to the trustees of Bedford & District Cerebral Palsy Society

I report to the trustees on my examination of the accounts of Bedford & District Cerebral Palsy Society (the Charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus
Fellow of the Association of Charity Independent Examiners

Units 1 & 2
North West
41 Talbot Street
Nottingham
NG1 5GL

Date:.....

Bedford & District Cerebral Palsy Society

Statement of Financial Activities for the Year Ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income and Endowments from:					
Donations and legacies	2	25,808	-	25,808	120,248
Charitable activities	3	3,799	165,580	169,379	206,051
Other trading activities	5	15,735	-	15,735	22,676
Investment income	6	5,751	-	5,751	7,915
		<u>51,093</u>	<u>165,580</u>	<u>216,673</u>	<u>356,890</u>
Expenditure on:					
Raising funds		(8,173)	-	(8,173)	(9,858)
Charitable activities	7	(68,620)	(155,207)	(223,827)	(234,152)
		<u>(76,793)</u>	<u>(155,207)</u>	<u>(232,000)</u>	<u>(244,010)</u>
Total Expenditure		<u>(76,793)</u>	<u>(155,207)</u>	<u>(232,000)</u>	<u>(244,010)</u>
Gains/losses on investment assets		70,879	-	70,879	(35,289)
		<u>70,879</u>	<u>-</u>	<u>70,879</u>	<u>(35,289)</u>
Net movement in funds		45,179	10,373	55,552	77,591
Reconciliation of funds					
Total funds brought forward		467,980	65,208	533,188	455,597
		<u>467,980</u>	<u>65,208</u>	<u>533,188</u>	<u>455,597</u>
Total funds carried forward	19	513,159	75,581	588,740	533,188
		<u><u>513,159</u></u>	<u><u>75,581</u></u>	<u><u>588,740</u></u>	<u><u>533,188</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 19.

Bedford & District Cerebral Palsy Society

Statement of Financial Activities for the Year Ended 31 March 2021

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
Income and Endowments from:				
Donations and legacies	2	120,248	-	120,248
Charitable activities	3	25,168	180,883	206,051
Other trading activities	5	22,676	-	22,676
Investment income	6	7,915	-	7,915
Total Income		<u>176,007</u>	<u>180,883</u>	<u>356,890</u>
Expenditure on:				
Raising funds		(9,821)	(37)	(9,858)
Charitable activities	7	<u>(67,246)</u>	<u>(166,906)</u>	<u>(234,152)</u>
Total Expenditure		<u>(77,067)</u>	<u>(166,943)</u>	<u>(244,010)</u>
Gains/losses on investment assets		<u>(35,289)</u>	<u>-</u>	<u>(35,289)</u>
Net income		63,651	13,940	77,591
Gross transfers between funds		<u>(920)</u>	<u>920</u>	<u>-</u>
Net movement in funds		62,731	14,860	77,591
Reconciliation of funds				
Total funds brought forward		<u>405,249</u>	<u>50,348</u>	<u>455,597</u>
Total funds carried forward	19	<u><u>467,980</u></u>	<u><u>65,208</u></u>	<u><u>533,188</u></u>

Bedford & District Cerebral Palsy Society

(Registration number: 1156447)
Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	11	1,783	3,845
Investments	12	<u>358,135</u>	<u>282,230</u>
		<u>359,918</u>	<u>286,075</u>
Current assets			
Debtors	13	1,788	1,759
Investments	14	8,822	12,486
Cash at bank and in hand	15	<u>220,331</u>	<u>236,381</u>
		230,941	250,626
Creditors: Amounts falling due within one year	16	<u>(2,119)</u>	<u>(3,513)</u>
Net current assets		<u>228,822</u>	<u>247,113</u>
Net assets		<u>588,740</u>	<u>533,188</u>
Funds of the charity:			
Restricted funds		75,581	65,208
Unrestricted income funds			
Unrestricted funds		<u>513,159</u>	<u>467,980</u>
Total funds	19	<u>588,740</u>	<u>533,188</u>

The financial statements on pages 12 to 25 were approved by the trustees, and authorised for issue on and signed on their behalf by:

.....
Lee Mostari
Trustee

Bedford & District Cerebral Palsy Society

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

1 Accounting policies

Statement of compliance

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

Basis of preparation

Bedford & District Cerebral Palsy Society meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

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

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregates similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Bedford & District Cerebral Palsy Society

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

Charitable activities

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

Taxation

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

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and equipment	20% straight line
Computer equipment	33% straight line
Motor vehicles	20% straight line

Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

Current asset investments

Current asset investments are included at the lower of cost and net realisable value / market value.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Bedford & District Cerebral Palsy Society

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

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

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

Designated funds are unrestricted funds and resources set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

2 Income from donations and legacies

	Unrestricted funds	Total 2021	Total 2020
	General £	£	£
Donations and legacies;			
Donations from companies, trusts and similar proceeds	25,808	25,808	20,248
Legacies	-	-	100,000
	<u>25,808</u>	<u>25,808</u>	<u>120,248</u>

Bedford & District Cerebral Palsy Society

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

3 Income from charitable activities

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	General £	£	£	£
Grants	-	165,000	165,000	180,883
Donations	-	580	580	-
Subscriptions	3,677	-	3,677	9,231
Fees	-	-	-	14,990
Sundry receipts	122	-	122	947
	<u>3,799</u>	<u>165,580</u>	<u>169,379</u>	<u>206,051</u>

4 Grants and donations

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Central Bedfordshire Council	-	50,000	50,000
Bedford Borough Council	-	54,000	54,000
BBC Children in Need	-	10,000	10,000
Bedford and Luton Community Foundation	3,225	-	3,225
Global Charities - Make Some Noise	-	50,000	50,000
MKGU Rotary Charitable Trust	7,082	-	7,082
Sundry grants & donations	<u>15,501</u>	<u>1,580</u>	<u>17,081</u>
	<u>25,808</u>	<u>165,580</u>	<u>191,388</u>

5 Income from other trading activities

	Unrestricted funds	Total 2021	Total 2020
	General £	£	£
Local fundraising and street collection income	<u>15,735</u>	<u>15,735</u>	<u>22,676</u>
	<u>15,735</u>	<u>15,735</u>	<u>22,676</u>

6 Investment income

	Unrestricted funds	Total 2021	Total 2020
	General £	£	£
Other investment income	<u>5,751</u>	<u>5,751</u>	<u>7,915</u>

Bedford & District Cerebral Palsy Society

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

7 Expenditure on charitable activities

	Unrestricted funds			
	General	Restricted	Total	Total
	£	funds £	2021 £	2020 £
Accountancy & payroll	1,988	-	1,988	2,045
Insurance	1,541	-	1,541	1,102
IT, software & maintenance	402	1,618	2,020	2,853
Legal & professional fees	1,975	517	2,492	2,574
Wages, NIC & pensions	38,395	103,871	142,266	137,791
Rent & services	11,552	-	11,552	11,552
Activities & events	10	16,102	16,112	13,045
Bank staff salaries	899	25,776	26,675	40,017
Communications	1,628	30	1,658	1,433
Equipment	1,987	3,475	5,462	3,746
Grants & donations awarded	2,804	500	3,304	3,969
Premises hire	88	437	525	3,758
Printing	546	65	611	627
Staff travel & expenses	298	1,760	2,058	1,507
Stationery & office supplies	128	398	526	1,279
Training	621	35	656	2,674
Volunteer expenses	-	335	335	1,011
Bank charges	105	-	105	133
Memberships	-	288	288	-
Bad debts	267	-	267	-
Depreciation	3,386	-	3,386	2,945
Sundry expenditure	-	-	-	91
	68,620	155,207	223,827	234,152

8 Trustees remuneration and expenses

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

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

Bedford & District Cerebral Palsy Society

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

9 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
Staff costs during the year were:		
Wages and salaries	150,547	160,120
Social security costs	12,175	11,658
Pension costs	6,219	6,030
	<u>168,941</u>	<u>177,808</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2021 No	2020 No
Average number of employees	<u>19</u>	<u>18</u>

5 (2020 - 5) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £6,219 (2020 - £6,030).

No employee received emoluments of more than £60,000 during the year

The total employee benefits of the key management personnel of the charity were £42,000 (2020 - £40,864).

10 Taxation

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

Bedford & District Cerebral Palsy Society

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

11 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Computer equipment £	Total £
Cost				
At 1 April 2020	10,225	4,500	772	15,497
Additions	-	-	1,324	1,324
At 31 March 2021	10,225	4,500	2,096	16,821
Depreciation				
At 1 April 2020	8,180	2,700	772	11,652
Charge for the year	2,045	900	441	3,386
At 31 March 2021	10,225	3,600	1,213	15,038
Net book value				
At 31 March 2021	-	900	883	1,783
At 31 March 2020	2,045	1,800	-	3,845

12 Fixed asset investments

	2020 £	2020 £
Other investments	358,135	282,230

Other investments

	Listed investments £	Total £
Cost or Valuation		
At 1 April 2020	282,230	282,230
Revaluation	75,905	75,905
At 31 March 2021	358,135	358,135
Net book value		
At 31 March 2021	358,135	358,135
At 31 March 2020	282,230	282,230

Bedford & District Cerebral Palsy Society

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

13 Debtors

	2021 £	2020 £
Trade debtors	439	416
Prepayments	1,349	1,343
	<u>1,788</u>	<u>1,759</u>

14 Current asset investments

	2021 £	2020 £
Cash deposits	<u>8,822</u>	<u>12,486</u>

15 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	396	396
Cash at bank	219,935	235,985
	<u>220,331</u>	<u>236,381</u>

16 Creditors: amounts falling due within one year

	2021 £	2020 £
Other creditors	1,195	1,065
Accruals	924	2,448
	<u>2,119</u>	<u>3,513</u>

17 Independent examiner's fees

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2021 £	2020 £
Independent examination	770	770
	<u>770</u>	<u>770</u>

18 Related party transactions

There were no related party transactions in the year.

Bedford & District Cerebral Palsy Society

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

19 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 March 2021 £
Unrestricted funds					
<i>General</i>					
General funds	367,980	51,093	(76,793)	70,879	413,159
<i>Designated</i>					
Building fund	100,000	-	-	-	100,000
Total unrestricted funds	<u>467,980</u>	<u>51,093</u>	<u>(76,793)</u>	<u>70,879</u>	<u>513,159</u>
Restricted funds					
Adventures	1,781	-	(22)	-	1,759
Clubs	16,246	22,000	(17,593)	-	20,653
College's Out	6,389	-	-	-	6,389
Skool's Out	13,233	109,020	(87,494)	-	34,759
Gateopener	27,559	34,060	(49,598)	-	12,021
Welfare	-	500	(500)	-	-
Total restricted funds	<u>65,208</u>	<u>165,580</u>	<u>(155,207)</u>	<u>-</u>	<u>75,581</u>
Total funds	<u>533,188</u>	<u>216,673</u>	<u>(232,000)</u>	<u>70,879</u>	<u>588,740</u>

The specific purposes for which the funds are to be applied are as follows:

Adventures - Our trips and residential experiences respond to young people's dreams and aspirations including festivals, sports / theatre events and nights out.

Clubs - BDCPS provides a wide range of creative activity and life skills clubs for disabled young people such as Stampede for 5-14 yr olds, ACE for 18-25 yr olds and JJ's for 14-18 yr olds.

Skool's Out - Held during school holidays, full days of activity schemes are open to disabled young people aged 8-25 offering amazing experiences to help empower young people to achieve, raise self-esteem, make new friends, learn new things and develop valuable life skills.

College's Out - Held during the Easter and Summer holiday periods. Full days of activity schemes are open to disabled young people aged 18-25 offering a wide range of experiences to help empower young people to achieve, make new friends, try new things and develop life skills.

Gateopener - Provides information and support for families with local and national contacts for a wide range of topics about CP and other disabilities.

Welfare - BDCPS awards grants to individuals and families who need specialist equipment to help them with their condition.

Bedford & District Cerebral Palsy Society

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

These are the figures for the previous accounting period and are included for comparative purposes

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 31 March 2020 £
Unrestricted funds						
General funds	405,249	76,007	(77,067)	(920)	(35,289)	367,980
Designated funds						
Building fund	-	100,000	-	-	-	100,000
Total unrestricted funds	<u>405,249</u>	<u>176,007</u>	<u>(77,067)</u>	<u>(920)</u>	<u>(35,289)</u>	<u>467,980</u>
Restricted funds						
Adventures	1,804	-	(23)	-	-	1,781
Clubs	17,055	31,000	(31,809)	-	-	16,246
College's Out	6,389	-	-	-	-	6,389
Skool's Out	-	94,000	(80,767)	-	-	13,233
Gateopener	25,100	54,411	(51,952)	-	-	27,559
Welfare	-	1,472	(2,392)	920	-	-
Total restricted funds	<u>50,348</u>	<u>180,883</u>	<u>(166,943)</u>	<u>920</u>	<u>-</u>	<u>65,208</u>
Total funds	<u><u>455,597</u></u>	<u><u>356,890</u></u>	<u><u>(244,010)</u></u>	<u><u>-</u></u>	<u><u>(35,289)</u></u>	<u><u>533,188</u></u>

Bedford & District Cerebral Palsy Society

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

20 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	2021 Total funds
	General £	Designated £	£	£
Tangible fixed assets	1,783	-	-	1,783
Fixed asset investments	358,135	-	-	358,135
Current assets	55,360	100,000	75,581	230,941
Current liabilities	(2,119)	-	-	(2,119)
Total net assets	<u>413,159</u>	<u>100,000</u>	<u>75,581</u>	<u>588,740</u>
	Unrestricted funds		Restricted funds	2020 Total funds
	General £	Designated £	£	£
Tangible fixed assets	3,845	-	-	3,845
Fixed asset investments	282,230	-	-	282,230
Current assets	84,890	100,000	65,736	250,626
Current liabilities	(2,985)	-	(528)	(3,513)
Total net assets	<u>367,980</u>	<u>100,000</u>	<u>65,208</u>	<u>533,188</u>