

Charity registration number: 1156447

# Bedford & District Cerebral Palsy Society

Annual Report and Financial Statements

for the Year Ended 31 March 2022

# **Bedford & District Cerebral Palsy Society**

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## **Bedford & District Cerebral Palsy Society**

### **Reference and Administrative Details**

<b>Trustees</b>	Eileen Swaisland, Vice Chair
	Lee Mostari, Treasurer
	Cherry Roomes
	Suzannah Lee
	Peter Mount
	Robert Bunting
	Michael Marsh
	Rajan Kanda
	Lynn Hoppenbrouwers
	Christine Clifford
	Claire Broughton-Welsh
<b>Senior Management Team</b>	Jane Howard White, Services Director
<b>Charity Registration Number</b>	1156447
<b>Principal Office</b>	43 Bromham Road Bedford MK40 2AA
<b>Independent Examiner</b>	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 2022.

### **Trustees and officers**

The trustees and officers serving during the year and since the year end were as follows:

Trustees:

Eileen Swaisland, Vice Chair

Lee Mostari, Treasurer

Cherry Roomes

Suzannah Lee

Peter Mount

Robert Bunting

Michael Marsh (appointed 1 April 2021)

Rajan Kanda

Lynn Hoppenbrouwers

Christine Clifford

Claire Broughton-Welsh

Josephine Cullen (resigned 22 September 2021)

# **Bedford & District Cerebral Palsy Society**

## **Trustees' Report**

### **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-election 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. Registration 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 as well as right to work 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 throughout 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 its effectiveness.

BDCPS works in partnership and collaboration with other local agencies and groups where appropriate for the enhancement of provision and projects. The fluctuating Covid 19 restrictions and subsequent isolation periods placed upon the country this year has meant that services have been a mixture of face to face and virtual experiences. Constant adaptations, contingencies and creativity alongside developing and nurturing community relationships and partnerships have enabled a continual offer to those we serve.

As a charity that doesn't have its own building we are reliant on the goodwill and use of community resources and are very fortunate to be able to access a range of these in order to offer an appropriate range of services.

These include:

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.

Little Sweet Peas early support groups continued in a virtual format during this year but under the diminishing restrictions will take on a weekly format at 4 venues across Bedford Borough and Central Bedfordshire. These include venues run by Central beds and Bedford Borough councils, The salvation Army and local community centres.

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 continue to provide free storage for club and scheme equipment and also provide a shredding service to ensure data compliance.

The Cutler Hammer Sports Club provide the venue for most of our parent/carer support groups.

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 restrictions diminish in order to broaden the range of opportunities offered to children, young adults and their families to strengthen community links.

## **Bedford & District Cerebral Palsy Society**

### **Trustees' Report**

The contingency reserves have continued to support the gaps in funding opportunities during this period of great uncertainty this year.

Sub-groups and committees are 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 continue the focus on the organisation's strategic plans and sustainability. This has been somewhat curtailed during the extended periods of restrictions during the Covid 19 pandemic. However sub groups continue working on service user engagement to drive strategy and also work continues 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**

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

### **Achievements and performance**

This year's continued unprecedented circumstances with fluctuating restrictions and continued effects of the coronavirus pandemic has extended service contingencies once again in order to effectively support those we serve. Alongside this there has been the need to continue to identify and plan the scope and reach of our services with continued constraints of increasing austerity, political uncertainty and statutory service pressures.

We have worked to maintain the development and improvement of established services and our reputation to continually reflect and strive for excellence throughout the year. To do this we have continued to review, consult on the services on offer and how best to serve our registered families within these uncertain times and fluctuating restrictions.

We have been mindful of any substantial project growth in order to amalgamate processes and procedures and ensure the most effective best practice, governance and service delivery. Sub groups are carrying on with the work on an overall 5-year strategy. Most of this work has been based on engagement with service users 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 restrictions and guidance. Embarking on hybrid working during the times of restriction lifts.

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 all services to ensure a best offer. This has taken place in virtual formats, creative contacts through such things as hello cards, telephone and video support calls etc. family support groups and weekly support groups.

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.

As government guidelines fluctuated with the emergence of new variants we have been able to put in place activities bolstered by robust risk assessment and procedures. We were able to go ahead with another face to face summer scheme offering activity opportunities to young people and weekly opportunities to family groups.

We undertook two very special projects in conjunction with Full House Theatre Company to deliver interactive theatre experiences directly to family's gardens. These experiences were set up to address the isolation that many of our families had experienced during the restrictions, school closures and isolations. Most activity was able to be face to face on a smaller scale supported by virtual or other support offers e.g. deliveries, prescription pick up etc.

Another special project was an art exhibition held to share and celebrate the work created with us by both young people and parent/carers throughout the Covid 19 restrictions. This gave a positive outlet to highlight success, creativity and strength in the face of adversity.

Family support services grew in response to need with a focus on wellbeing and building positive ways to gain resilience. Groups such as Little Sweet Peas re-opened and continues to grow.

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 three-week scheme at Ridgeway School went ahead. A one-week training programme for staff and volunteers prior to the scheme was undertaken. Family sessions were held in conjunction with this scheme on 3 days each week.

Other school holidays were delivered in the main with family walks and activities.

# **Bedford & District Cerebral Palsy Society**

## **Trustees' Report**

### **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 continued to be developed and delivered online in a virtual format until recruitment allowed a face to face to restart.

#### **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. Due to the loss of the usual venue to deliver this service 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 limited opportunities as restrictions fluctuated; however, the group has enjoyed get togethers such as AmpRocks a local music festival, a meal out and cinema trip.

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. Ensuring that services are adapted for each young person to meet their unique interests and individual needs is key.

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.

### **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 and wellbeing 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 fluctuating restrictions and continued school/resource closures 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 restrictions. In response to this we have been able to create a further range of wellbeing opportunities face to face with robust infection control risk assessments. These have included singing support, family walks, arts therapies and nidra yoga.



# **Bedford & District Cerebral Palsy Society**

## **Trustees' Report**

### **FAMILY SWIM**

This monthly group continued up to the time of the pandemic lockdowns the group was set up 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. Throughout this year access to the specialist hydrotherapy pool has not been possible but feedback from service users indicates a high need for this opportunity to be restarted once the venue becomes accessible again.

### **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. Restrictions meant that venues for this group became inaccessible. One venue has become available and groups have restarted there with 3 other venues across the county being explored to make a weekly offer in 2022/23.

### **PARENT/CARER SUPPORT/TRAINING**

Training focussed and tailored to assist parent carers in managing the practical aspects of bringing up a child with disabilities. This is being planned now that face to face support services can resume. The support team will be expanded with specialist bank staff joining the team specifically to support families/parent/carers.

A member of the support team has undertaken the Triple P training and also The Healthy Parent Programme which will roll out in 2022/23.

### **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 continued to budget for an increased pot of money on offer to families in order to support needs arising from the pandemic. Loan items continue to be 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.

### **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.

# **Bedford & District Cerebral Palsy Society**

## **Trustees' Report**

- 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.
- 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**

"Meeting other families is the best way not to feel alone in this long and often difficult journey. Having coffee and a chat with others on the same path, even if at different stages, lightens the load. BDCPS has done this for us"

"It was lovely taking part in activities with my child or just watching him engage. BDCPS helps us to interact positively outside the clinical settings that run our lives so often."

"W always returns home excited and Bouncing in his wheelchair, albeit exhausted. He loves being with his friends on day trips. They provide much needed fresh air and new faces for him to experience."

"Being supported to express herself whilst doing the things she loves, very important for development. For my peace of mind, I know she can do this in a safe environment"

"BDCPS are a team of dedicated people that really understand the needs of our children. They show tremendous care, understanding and love and we feel S is looked after so well"

"The walks have been an absolute lifeline to me. C19 has just made me feel even more alone so I relish seeing friendly faces and people who know what it's like each week"

"I cannot say enough about the wellbeing sessions they have given me something to look forward to each week. I don't know what I would have done without them to be honest"

"The Doorstep Adventures were the most amazing thing. BDCPS have come up trumps again with knowing just how to reach out to us at a time when the Covid restrictions were really getting us down. Our whole family was involved and each week we felt uplifted and able to keep ploughing on. Such amazing memories for us all to keep"

"This is a charity like no other. They just seem to be there for us. They listen and do whatever they can to help and when they can't they are honest (we don't always get that) but still try to get others to help if they can"

"We are so lucky to have found this little gem of a charity!"

# **Bedford & District Cerebral Palsy Society**

## **Trustees' Report**

### **Financial review**

#### ***Policy on reserves***

The trustees revised the reserving policy this year and this will be reviewed at subsequent AGM meetings. There are now sufficient unrestricted reserves maintained to cover 24 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 considered within this fund. This includes a substantial legacy given to kickstart a possible BDCPS building campaign.

#### ***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:**

Anglian Water, BLCF, Arnold Clarke Charitable Fund, The Potton Trust, The Davies Foundation and Gale Family Fund, BPL Globals.

Fundraising events have again been restricted by the Covid 19 restrictions and guidance. We were able to raise money at events such as: Arts exhibition, Winter Craft Fayre and raffle, Wear It Blue and Mile for a Smile Campaigns.

Others held fundraisers for us they included: Harry Layton, Ivy and Lee Knight, Jessica McMurdy, Mike and Jo Leonard, Nicholas Stanton, Mick Coates, the Rose Pub Biggleswade, Beauty and Beyond, Daryl Usher and Richard Pool.

However, we received money via:

Facebook giving, Just Giving, Easy Fundraising, and the Bonus Ball Lottery.

#### **Donations** were made to the charity by the following:

Joy Goldsmith, The Oddfellows, Jo Jackson-Smith, White Hart Campton, Bedford Modern School, Yorkshire Grey Biggleswade, Helena Fitzhenry, Albert Mangold, Sarah Green, Woburn YFC, Ben Van Vuure, Kempston West Methodist Church, Claire Hill, Bedford Girls School and The Thompson family.

We also have 7 regular givers.

# **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 2021/22 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 fluctuating 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 continued Covid 19 restrictions and guidance.

Finally, I as vice chair (Eileen Swaisland) 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, supporters and partners. 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 registered families. We are indebted to them for making what we do such a pleasure and it is a privilege to be 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 .....<sup>10/09/22</sup> and signed on its behalf by:



.....

Eileen Swaisland

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 2022.

#### **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').

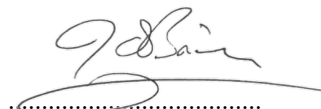
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **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: 20/09/2022

# Bedford & District Cerebral Palsy Society

## Statement of Financial Activities for the Year Ended 31 March 2022

	Note	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	51,900	-	51,900	25,808
Charitable activities	3	9,299	131,665	140,964	169,379
Other trading activities	4	16,468	-	16,468	15,735
Investment income	5	5,349	-	5,349	5,751
Total Income		<u>83,016</u>	<u>131,665</u>	<u>214,681</u>	<u>216,673</u>
<b>Expenditure on:</b>					
Raising funds		(8,230)	(56)	(8,286)	(8,173)
Charitable activities	7	<u>(74,184)</u>	<u>(165,260)</u>	<u>(239,444)</u>	<u>(223,827)</u>
Total Expenditure		<u>(82,414)</u>	<u>(165,316)</u>	<u>(247,730)</u>	<u>(232,000)</u>
Gains/losses on investment assets		<u>12,648</u>	<u>-</u>	<u>12,648</u>	<u>70,879</u>
Net movement in funds		13,250	(33,651)	(20,401)	55,552
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>513,159</u>	<u>75,581</u>	<u>588,740</u>	<u>533,188</u>
Total funds carried forward	21	<u><u>526,409</u></u>	<u><u>41,930</u></u>	<u><u>568,339</u></u>	<u><u>588,740</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 21.

# Bedford & District Cerebral Palsy Society

## Statement of Financial Activities for the Year Ended 31 March 2022

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

	Note	Unrestricted £	Restricted £	Total 2021 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	25,808	-	25,808
Charitable activities	3	3,799	165,580	169,379
Other trading activities	4	15,735	-	15,735
Investment income	5	5,751	-	5,751
Total Income		<u>51,093</u>	<u>165,580</u>	<u>216,673</u>
<b>Expenditure on:</b>				
Raising funds		(8,173)	-	(8,173)
Charitable activities	7	<u>(68,620)</u>	<u>(155,207)</u>	<u>(223,827)</u>
Total Expenditure		<u>(76,793)</u>	<u>(155,207)</u>	<u>(232,000)</u>
Gains/losses on investment assets		<u>70,879</u>	<u>-</u>	<u>70,879</u>
Net movement in funds		45,179	10,373	55,552
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>467,980</u>	<u>65,208</u>	<u>533,188</u>
Total funds carried forward	21	<u><u>513,159</u></u>	<u><u>75,581</u></u>	<u><u>588,740</u></u>

The notes on pages 16 to 26 form an integral part of these financial statements.



# Bedford & District Cerebral Palsy Society

**(Registration number: 1156447)**  
**Balance Sheet as at 31 March 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	11	442	1,783
Investments	12	462,526	358,135
		<u>462,968</u>	<u>359,918</u>
<b>Current assets</b>			
Debtors	13	2,374	1,788
Investments	14	17,182	8,822
Cash at bank and in hand	15	88,688	220,331
		<u>108,244</u>	<u>230,941</u>
<b>Creditors: Amounts falling due within one year</b>	16	<u>(2,873)</u>	<u>(2,119)</u>
<b>Net current assets</b>		<u>105,371</u>	<u>228,822</u>
<b>Net assets</b>		<u>568,339</u>	<u>588,740</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		41,930	75,581
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>526,409</u>	<u>513,159</u>
<b>Total funds</b>	21	<u>568,339</u>	<u>588,740</u>

The financial statements on pages 13 to 26 were approved by the trustees, and authorised for issue on .....10/09/22, 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 2022**

### **1 Accounting policies**

#### **Statement of compliance**

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom 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.

#### ***Grants receivable***

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

#### **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.

## **Bedford & District Cerebral Palsy Society**

### **Notes to the Financial Statements for the Year Ended 31 March 2022**

#### ***Raising funds***

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

#### ***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.

#### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### **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:

<b>Asset class</b>	<b>Depreciation method and rate</b>
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.

## Bedford & District Cerebral Palsy Society

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 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.

#### 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.

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 General £	Total 2022 £	Total 2021 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	46,865	46,865	25,808
Grants, including capital grants;			
Government grants	5,035	5,035	-
	<u>51,900</u>	<u>51,900</u>	<u>25,808</u>

## Bedford & District Cerebral Palsy Society

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Grants & donations	-	131,665	131,665	165,580
Services	165	-	165	-
Subscriptions	8,651	-	8,651	3,677
Sundry receipts	483	-	483	122
	<u>9,299</u>	<u>131,665</u>	<u>140,964</u>	<u>169,379</u>

#### 4 Income from other trading activities

	Unrestricted funds General £	Total funds £	Total 2021 £
Fundraising	16,468	16,468	15,735
	<u>16,468</u>	<u>16,468</u>	<u>15,735</u>

#### 5 Investment income

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Other investment income	5,349	5,349	5,751

#### 6 Grants and donations

	Unrestricted funds £	Restricted funds £	Total funds £
Central Bedfordshire Council	5,035	48,965	54,000
Bedford Borough Council	-	50,000	50,000
Anglian Water	-	7,000	7,000
Groundworks/Tesco Bags of Help	-	1,000	1,000
Gale Family Trust	-	3,600	3,600
Arnold Clark Community Fund	1,000	-	1,000
Potton Charitable Trust	-	5,400	5,400
Bedford Borough Youth Empowerment Fund	-	15,000	15,000
BPL Global	25,000	-	25,000
Facebook	4,340	-	4,340
Sundry grants & donations	16,525	700	17,225
	<u>51,900</u>	<u>131,665</u>	<u>183,565</u>

## Bedford & District Cerebral Palsy Society

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 7 Expenditure on charitable activities

	Unrestricted funds Designated £	Restricted funds £	Total 2022 £	Total 2021 £
Accountancy & payroll	2,442	-	2,442	1,988
Insurance	1,474	-	1,474	1,541
IT, software & maintenance	1,828	21	1,849	2,020
Legal & professional fees	1,886	746	2,632	2,492
Wages, NIC & pensions	47,610	93,274	140,884	142,266
Rent & services	11,552	-	11,552	11,552
Activities & events	197	25,630	25,827	16,112
Bank staff salaries	1,086	36,605	37,691	26,675
Communications	1,802	11	1,813	1,658
Equipment	750	1,703	2,453	5,462
Grants & donations awarded	-	1,133	1,133	3,304
Premises hire	100	1,985	2,085	525
Printing	291	-	291	611
Staff travel & expenses	621	1,479	2,100	2,058
Stationery & office supplies	672	-	672	526
Training	10	2,350	2,360	656
Volunteer expenses	-	209	209	335
Bank charges	190	-	190	105
Memberships	332	114	446	288
Bad debts	-	-	-	267
Depreciation	1,341	-	1,341	3,386
	<u>74,184</u>	<u>165,260</u>	<u>239,444</u>	<u>223,827</u>

#### 8 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2022 £	2021 £
Depreciation of fixed assets	<u>1,341</u>	<u>3,386</u>

## Bedford & District Cerebral Palsy Society

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 9 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
<b>Staff costs during the year were:</b>		
Wages and salaries	164,048	150,547
Social security costs	8,179	12,175
Pension costs	6,348	6,219
	<u>178,575</u>	<u>168,941</u>

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

	2022 No	2021 No
Average number of employees	<u>20</u>	<u>19</u>

5 (2021 - 5) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £6,348 (2021 - £6,219).

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 £42,747 (2021 - £42,000).

#### 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 2022

### 11 Tangible fixed assets

	<b>Furniture and equipment £</b>	<b>Motor vehicles £</b>	<b>Computer equipment £</b>	<b>Total £</b>
<b>Cost</b>				
At 1 April 2021	10,225	4,500	2,096	16,821
At 31 March 2022	10,225	4,500	2,096	16,821
<b>Depreciation</b>				
At 1 April 2021	10,225	3,600	1,213	15,038
Charge for the year	-	900	441	1,341
At 31 March 2022	10,225	4,500	1,654	16,379
<b>Net book value</b>				
At 31 March 2022	-	-	442	442
At 31 March 2021	-	900	883	1,783

### 12 Fixed asset investments

	<b>2020 £</b>	<b>2021 £</b>
Other investments	462,526	358,135

### Other investments

	<b>Listed investments £</b>	<b>Total £</b>
<b>Cost or Valuation</b>		
At 1 April 2021	358,135	358,135
Revaluation	4,391	4,391
Additions	100,000	100,000
At 31 March 2022	462,526	462,526
<b>Net book value</b>		
At 31 March 2022	462,526	462,526
At 31 March 2021	358,135	358,135



## Bedford & District Cerebral Palsy Society

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 13 Debtors

	2022 £	2021 £
Trade debtors	672	439
Prepayments	1,702	1,349
	<u>2,374</u>	<u>1,788</u>

#### 14 Current asset investments

	2022 £	2021 £
Cash deposits	17,182	8,822

#### 15 Cash and cash equivalents

	2022 £	2021 £
Cash on hand	213	396
Cash at bank	88,475	219,935
	<u>88,688</u>	<u>220,331</u>

#### 16 Creditors: amounts falling due within one year

	2022 £	2021 £
Other creditors	1,573	1,195
Accruals	1,300	924
	<u>2,873</u>	<u>2,119</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:

	2022 £	2021 £
Independent examination	795	770
Other financial services	1,240	-
	<u>2,035</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 2022

### 19 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.

### 20 Analysis of net assets between funds

	Unrestricted			2022
	General	Designated	Restricted	Total funds
	£	£	£	£
Tangible fixed assets	442	-	-	442
Fixed asset investments	362,526	100,000	-	462,526
Current assets	66,314	-	41,930	108,244
Current liabilities	(2,873)	-	-	(2,873)
Total net assets	<u>426,409</u>	<u>100,000</u>	<u>41,930</u>	<u>568,339</u>

	Unrestricted			2021
	General	Designated	Restricted	Total funds
	£	£	£	£
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>

## Bedford & District Cerebral Palsy Society

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 21 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 March 2022 £
<b>Unrestricted funds</b>					
<i>General</i>					
General funds	413,159	83,016	(82,414)	12,648	426,409
<i>Designated</i>					
Building fund	100,000	-	-	-	100,000
<b>Total unrestricted funds</b>	<u>513,159</u>	<u>83,016</u>	<u>(82,414)</u>	<u>12,648</u>	<u>526,409</u>
<b>Restricted funds</b>					
Adventures	1,759	15,000	(15,017)	-	1,742
Clubs	20,653	13,550	(14,025)	-	20,178
College's Out	6,389	-	-	-	6,389
Skool's Out	34,759	47,120	(78,343)	-	3,536
Gateopener	12,021	54,560	(56,798)	-	9,783
Welfare	-	1,435	(1,133)	-	302
<b>Total restricted funds</b>	<u>75,581</u>	<u>131,665</u>	<u>(165,316)</u>	<u>-</u>	<u>41,930</u>
<b>Total funds</b>	<u>588,740</u>	<u>214,681</u>	<u>(247,730)</u>	<u>12,648</u>	<u>568,339</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 2022

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

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>					
<i>General</i>					
General funds	367,980	51,093	(76,793)	70,879	413,159
<i>Designated</i>					
Building fund	100,000	-	-	-	100,000
<b>Total unrestricted funds</b>	<u>467,980</u>	<u>51,093</u>	<u>(76,793)</u>	<u>70,879</u>	<u>513,159</u>
<b>Restricted</b>					
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)	-	-
<b>Total restricted funds</b>	<u>65,208</u>	<u>165,580</u>	<u>(155,207)</u>	<u>-</u>	<u>75,581</u>
<b>Total funds</b>	<u>533,188</u>	<u>216,673</u>	<u>(232,000)</u>	<u>70,879</u>	<u>588,740</u>