



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1 April 2020 To 31 March 2021

Charity name: The ADD-vance ADHD and Autism Trust

Charity registration number: 1158968

Objectives and Activities

	SORP reference
Summary of the purposes of the charity as set out in its governing document	Para 1.17
<p>The Objectives of ADD-vance are:</p> <ol style="list-style-type: none">1. To relieve the needs of and to promote and protect the health of children and young people with Attention Deficit Hyperactivity Disorder (ADHD) and/or Autism Spectrum Disorders (ASD) and their families.2. The promotion of social inclusion among parents and their children who are socially excluded from society as a result of having ADHD and/or ASD and help their integration into society3. To advance the education of the general public in all areas relating to ADHD and/or ASD in particular but not exclusively by providing training courses, practical advice and information	
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19
<p>ADD-vance continued to provide its core services throughout the year, despite the Global Pandemic of Covid 19. ADD-vance was able to adapt its services to enable the continuation of support to families and professionals who care for neurodiverse children in Hertfordshire. The charities objectives were fulfilled through the following services:</p> <p>Help desk / Helpline open Monday – Friday 9.00am – 1.00pm for both parents and professionals seeking help in supporting parents of neurodiverse children. We temporarily moved the helpline to a mobile number during the lockdowns, but were available throughout the year to support families</p> <p>Subscription to the ADD-vance mailing list and membership of the closed Facebook page – subscription and membership offers regular updates on training, workshops, support groups and other help offered and the Facebook page offers a community of peer supporters</p>	

<p>Support Groups – which moved online throughout the year. ADD-vance coaches were able to adapt the format of these to offer group support every week via Zoom.</p> <p>ADHD Service – Due to the pandemic we were unable to go into schools, but during the breaks between lockdowns, we were able to continue to offer the Qb-Check – an online, non-diagnostic check for ADHD symptoms which has been utilised by both children and adults as a first step on their journey to a diagnosis</p> <p>Training courses and workshops for parents – to increase their knowledge of ADHD and Autism and provide practical help and advice, these also moved online during the pandemic to enable families to continue to receive training and support</p> <p>One to one coaching – for families who are looking for specific help within their own circumstances. Specially trained coaches worked via Zoom, offering 6-8 weekly sessions to parent carers where their needs have been identified as a growing concern with mental health and social exclusion issues being frequently highlighted.</p>	
<p>Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit</p>	<p>Para 1.18</p>
<p>Trustees have full regard to the guidance issued by the Charity Commission on public benefit and continue to ensure, through regular monitoring and evaluation of data that the services devised and delivered meet the guidance.</p> <p>The main activities continue to focus on the needs of families to support their children and young people who have ADHD and/or autism. However, we are also seeing an increase in demand for support for adults and young people who have received a diagnosis in their teenage years or later in life. Trustees have agreed that the ADD-vance team should develop partnership projects to meet this identified need as it will benefit both our current service user base and expand the benefit to the public.</p> <p>ADD-vance has continued to offer support to schools and professionals throughout the year, although Covid 19 has necessitated a change of focus. The pandemic has prevented ADD-vance from training in schools (due to lockdowns) but the charity has continued to offer advice and support to teaching staff and support staff via our helpline services and Facebook pages.</p> <p>The team have regard to the reduction in public finance, the impact of this on our services as well as the statutory services available locally and the need to fill gaps through our charitable objectives and increase in services made available. This year the team were able to access funding from grants specifically set up during the pandemic. This enabled us to increase our reach by purchasing Zoom licences and offering support services online.</p> <p>The Trustees are mindful of maintaining and increasing services within the funding challenges facing all charities and the need to raise funds and donation levels on an annual basis. This year many of the 'normal' fundraising activities were prevented – however, we were very grateful to received grants and</p>	

<p>donations from a wide variety of sources which enabled us to maintain the majority of our work throughout the pandemic.</p> <p>The ADD-vance Chief Executive reports at each trustee meeting the activities being undertaken by the operational team, allowing the trustees to ensure all the activities undertaken are in line with our Objectives, as stated above, and are in line with the Charities Commission guidance.</p>	
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference
Policy on grant making	Para 1.38
N/A	
Policy on social investment including program related investment	Para 1.38
<p>ADD-vance has continued to invest in the Team and continues to recognise the strengths of employing parent carers in all areas of our work. Currently 24 out of 25 people employed or contracted are parent carers demonstrating our recognition of knowledge and life experience that these people bring as well as their qualifications and professionalism in areas such as teaching, social working, psychology, training and coaching. In addition, our office support team and our trustees also have parent carer representation.</p> <p>ADD-vance continues to support a programme of Continuous Personal Development at all levels to maintain the value of continuous learning and updating from current research. We continue to have strong relationships with local colleges and universities and work in partnership to enhance graduate and post-graduate research through research opportunities being advertised on our Facebook page. This in turn can help to shape future provision for families when students graduate and work within the community.</p> <p>Our current Landlord is Hertfordshire Community Foundation – a local charity that we are able to contribute towards by renting our premises from an organisation that heavily invests in local charities and not for profits.</p> <p>We hold our financial reserves in the Hampshire Trust who themselves have a Corporate Social Responsibility approach that “recognises the importance of supporting the communities and environments that we live and work in.”</p>	
Contribution made by volunteers	Para 1.38
<p>ADD-vance continues to value greatly the contribution of volunteers at all levels of our work from fundraisers to event organisers and those who support us on an ad hoc basis. Due to the pandemic we were unable to utilise volunteers in our office but this gave us an opportunity to develop how we use volunteers within our charity. As part of our commitment to the voluntary sector, we will be looking to recruit more volunteers that we can use in a variety of roles within the team</p>	

<p>depending upon the skills they are able to offer us and their availability within office hours.</p> <p>This is in addition to the support offered to the team by the Trustees outside of their meetings, to enhance the services offered</p>	
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Achievements and Performance

	SORP reference
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20
<p>In the past 12 months, ADD-vance has supported over 4,400 (4,000:2019/20) families of neurodiverse children through all it's services. These include:</p> <p>639 (695:2019/20) individual telephone calls to the helpdesk where advice was given and followed up with an email, suggesting tips and tools to support the families and signposting for additional support. 20% (21%:2019/20) of these calls were from professionals asking for guidance with families that they were supporting, whilst 80% (79%:2019/20) were directly from parents seeking support.</p> <p>Membership / Subscriptions to our database grew by over 12% to 2,955 (2,794:2019/20) parent members and 424 (254:2019/20) professional members by 31st March 2021, with an average of 1-2 new members each day. The benefits of this type of membership are that families are the first to become aware of new services, courses and workshops available and therefore are able to book early to access the support and learning that these services offer.</p> <p>76 (130:2019/20) families accessed our coaching service, with 315 (531:2019/20) hours of specialist ADHD and ASD family coaching offered to parents by our team of self employed coaches. This number is reduced from last financial year as we needed to develop our service offer to online coaching and train up new coaches to enable us to meet demand. The second half of the year saw an increase in capacity following a successful training course for 7 new coaches.</p> <p>108 (39:2019/20) families accessed drop-in sessions where short sharp coaching interventions were offered. These sessions were made available free at the point of access due to extra funding in the several DSPL areas.</p> <p>24 (63:2019/20) individuals completed a QbCheck™, a check which supports families in understanding how likely a diagnosis of ADHD would be made by a clinician. Numbers were lower this year again due to lockdowns and we were therefore unable to continue to provide the service for several months of the</p>	

year. This service re-opened in the second quarter of 2021-22 when the lockdowns ended.

21 (11:2019/20) families received professional support with their EHCP (Education Health Care Plan) applications.

In April 2020 we moved our support groups to the online platform Zoom. This limited the number of people we could support within one group to a maximum of 10. As the groups were on Zoom, and to prevent screen fatigue, we increased the frequency of these groups to weekly but reduced the time to one hour. Numbers fluctuated throughout the year, with 170 (172:2019/20) individuals attending at least one of our on line support groups, with many individuals attending more than once.

Over the Summer of 2020, ADD-vance was successful in a bid, commissioned by Herts County Council, to provide a range of workshops for local parents and carers of neurodiverse children. This funding enabled ADD-vance to provide 60 workshops within the second half of the financial year with a further 50 deferred until the school summer term in 2021.

In addition to the above we provided 20 more workshops to parents and carers that were funded from a variety of sources. All our workshops were delivered via Zoom with the recording made available for up to 7 days and participants emailed copies of handouts. The average number of attendees and views for each of our workshops was 48, and therefore over 3,840 attendances occurred, (although it is acknowledged that some parents attended more than one workshop).

528 (273:2019/20) families attended a six week training course delivered by ADD-vance specialist trainers who are experts by experience as well as qualified trainers. These 48 courses (21:2019/20) not only educate parents on the impact of neurodiverse conditions, but also build peer support networks amongst parents who are navigating the pathways surrounding ADHD and Autism.

291 people attended an ADD-vance professional workshop, seminar or short training course delivered during the year and the Neurodiversity Week Celebrations attracted 75 people to our online events.

Membership of the ADD-vance closed Facebook page reached 5,171 (4,503:2019/20) at the end of March 2021 and our smaller Spectrum Girls Facebook group had 864 members. All membership requests and postings are monitored to ensure that participants live or work in Hertfordshire and that the groups remain supportive.

The education and support offered through training, support groups and the services listed above help parents and carers to feel less isolated, stronger and well supported in their pursuit of helping their child to reach his or her potential. They are also more confident in working with schools to identify and pursue the right support.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference
Achievements against objectives set	Para 1.41
<p>The Covid 19 pandemic had a significant impact on planning and delivery of objectives within the year. The uncertainty caused by lockdowns increased the demand for intensive help from many of our support services. The changing working and living environment meant it was necessary to create and implement continuity of business plans to ensure services were maintained throughout the period. The following changes to provision were made during the year:</p> <ul style="list-style-type: none"> • Introduction of Zoom to all team members to use for courses, coaching and workshops as well as team meetings and one to ones • Purchase of VOIP system to increase capacity within the Helpdesk to 4 phone lines and improve broadband • Movement of resources online since access to the server was only whilst in the office • Hybrid working agreed with team members to enable them to work from home safely during lockdowns and beyond <p>Fundraising and encouraging an increased level of donation continue to be an essential part of our planning for future programmes. This year we have been able to deliver many of our free services from a combination of charitable giving and the delivery of paid-for services which then, in turn, support the free services as a consequence. We have not worked with a professional fundraiser and do not anticipate doing so in the near future, nor do we work with a commercial participator.</p>	
Performance of fundraising activities against objectives set	Para 1.41
<p>At the start of the year Trustees acknowledged that ADD-vance may need to utilise some of our reserves, especially in the light of Covid 19 and the unknown impact of this virus on the charity. Fortunately, throughout the year we were able to access various funding options from charitable trusts such as Hertfordshire Community Foundation, The Big Lottery, St Albans Abbey, Belron Ronnie Lubner Charitable Foundation, plus substantial gifts from both individuals and fundraising groups. In addition to this we were commissioned to run additional six week courses and workshops, all of which supported the infrastructure of the charity and resulted in a surplus of £23.5k this year. Going forward we are aware that pressure on the resources available from Trusts and Foundations as well as from individual giving will increase, as will our need to utilise our resources even more efficiently to ensure the longevity of the charity.</p> <p>We continued to use fundraising opportunities such as Amazon Smile, CAF and Easy Fundraising to increase our unrestricted funds and joined a text donations</p>	

facility where individuals can donate via a mobile code which we introduced during our Neurodiversity Celebration week in March.	
Investment performance against objectives	Para 1.41
Not Applicable	

Financial Review

	SORP reference
Review of the charity's financial position at the end of the period	Para 1.21
<p>Despite an uncertain economic climate coupled with a global pandemic at the start of the period, ADD-vance continued to benefit from generous individual giving and strong demand for the educational offerings available from the Charity. ADD-vance also took advantage of the Government Furlough Scheme with two members of staff being furloughed for a short length of time whilst services were being redesigned and the lockdown was occurring.</p> <p>At the end of the period, prudent management of finances and the surplus in funds has left the charity with £100.5k of which £45k is for reserves</p>	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22
<p>ADD-vance has a reserves policy for the purposes of good stewardship and financial management. Through this policy and process we are able to:</p> <ul style="list-style-type: none"> • demonstrate the charity's sustainability and capacity to manage unforeseen financial difficulties; • assist in strategic planning, for example, considering how new projects or activities will be funded; • inform the budget and risk management, and enable cash flow; • give confidence to funders. 	
Amount of reserves held	Para 1.22
<p>As a minimum, our reserves policy necessitates providing for future costs for 6 months to cover salaries and all overheads, which are estimated to be £45k.</p> <p>This level of reserves will cover the effects of a major interruption in the flow of work or income, or in the case of winding down providing notice to the staff and preparing to handover, premises and broadband plus other identified risks.</p> <p>The Charity Reserves of £45k cover these future costs plus other identified risks.</p>	
Reasons for holding zero reserves	Para 1.22
Not applicable	
Details of fund materially in deficit	Para 1.24
Not applicable	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23
The Trustees have no uncertainties about the charity continuing as a going concern. Income and expenditure are monitored throughout the year and given the economic	

<p>climate and the impact of a global pandemic, they are pleased that the charity was able to report a small surplus plus an increase in service provision.</p> <p>Going forward we will be working closely with Herts County Council and other partner organisations to diversify our income streams and our service provision. Alongside this we will be looking at gaps in provision where Trusts and Foundations may be appropriate funders to pilot and implement new services.</p>	
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference
The charity's principal sources of funds (including any fundraising)	Para 1.47
<p>Principle sources of funding have been through</p> <ul style="list-style-type: none"> • Grants from Herts County Council for Parent Courses • Grants from Herts County Council for Parent Workshops • Funding via DSPLs for coaching fees for individual families • Grant from the Lottery (Covid 19) to support the ongoing work of the charity and Helpdesk • Hertfordshire Community Foundation – Covid Grants and Workforce Development Grant • Funding directly from schools for training teaching staff • One off grants from charitable Trusts such as the Belron Ronnie Lubner Charitable Foundation • Generous donations from individuals towards the work of the charity • Individual funding for Qb Checks and Private Coaching • Donations and fundraising activities throughout the year towards all other support services for parents <p>We did not receive any income from outside the UK and operated predominantly within Hertfordshire in England</p>	
Investment policy and objectives including any social investment policy adopted	Para 1.46
ADD-vance does not require an Investment Policy for finances. The trustees have agreed the movement of some funds from a current account to an interest paying account to maximise use of the reserves	
A description of the principal risks facing the charity	Para 1.46
The principal risk facing ADD-vance is a lack of reliable ongoing funding sources. The number of parent courses and workshops funded by Herts County Council (HCC) are agreed annually, with ADD-vance having no guarantee of ongoing commissioning of these, making budgeting and financial planning a challenge. However, during this financial year we were able to secure 48 courses and 60 workshops (with a further 50 for next financial year) from HCC.	

Being able to move our services online throughout the pandemic has been of benefit to the charity and its service users however, this has also increased competition for resources as both local and national organisations have done the same. Competition for scarce resources and high levels of demand for services has increased the risk of being unable to access sufficient funding to maintain all our services. This risk is being mitigated by looking to diversify both our service provision and our income sources throughout the next year.

A further risk to the charity is that the pandemic has created a very different environment within the Grants and Trusts that we can apply to, with many focusing on immediate basic needs (food and shelter) rather than overall wellbeing, thus potentially reducing the options for funding sources for our projects.

Structure, Governance and Management

Description of charity's trusts:	Sorp Reference
Type of governing document (trust deed, royal charter)	Para 1.25
Constitution of Charitable Incorporated Organisation.	
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25
ADD-vance is a Charitable Incorporated Organisation using the Charities Commission scheme and Constitution. We maintain a list of trustees and their details.	
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25
When recruitment of a new Trustee is identified by the board of trustees, adverts are placed on appropriate forums and candidates are interviewed by one of the Trustees and the ADD-vance CEO. Interviews take place ideally in the ADD-vance office so that the candidate has a chance to meet other team members and have a brief introduction into how we work, or on line via Zoom if this is not possible. Selection is discussed with the board of trustees and once a decision agreed upon the new trustee is appointed formally at the trustee meeting and an induction process instigated.	

Additional information (optional)

You may choose to include further statements where relevant about:

	Sorp Reference
Policies and procedures adopted for the induction and training of trustees	Para 1.51
The procedure for Induction of a new trustee is a straightforward checklist followed by the trustee and the support staff in the office. All the trustees are notified of any local or Charities Commission training available for trustees.	
The charity's organisational structure and any wider network with which the charity works	Para 1.51
The ADD-vance CEO is commissioned by the trustees to undertake all day-to-day management and operation of the organisation. There are financial limits for the ADD-vance CEO to operate within at her own discretion, and finances are reviewed at all the trustee meetings held every two months.	
The trustees agree any changes to pay, including National Minimum Wage, which follow legislation as a minimum. The trustees also agree any major expenditure.	

Trustees meet with the Finance Officer, as needed, to discuss changes and improvements to accounting and reporting.	
Relationship with any related parties	Para 1.51
ADD-vance continues to maintain close links with NHS, Education and welfare services locally. Maintaining partnership arrangements with other charitable organisations providing help/information both locally and Nationally (eg National Autistic Society, ADHD Foundation etc) are paramount to our position within the National agenda for improvement in services and understanding for these lifelong disability groups. Working with CAMHS, Herts Community NHS Trust, PALMS and Hertfordshire County Council and being involved in their training programmes for families is essential to a long term partnership and joined-up approach to our work.	

Reference and Administrative details

Charity name	The ADD-vance ADHD and Autism Trust
Other name the charity uses	ADD-vance
Registered charity number	1158968
Charity's principal address	Foundation House 2 - 4 Forum Place Fiddlebridge Lane Hatfield AL10 0RN

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nick Dilworth	Trustee / Chair		Board of Trustees
2	Lis Barlow Jones	Trustee	Resigned Dec 2020	Board of Trustees
3	Pete Hodgson	Trustee	Resigned April 2020	Board of Trustees
4	Dr. Kirsty Saunders	Secretary	Resigned August 2020	Board of Trustees
5	Dr Laurance Hassan	Trustee	Appointed September 2020	Board of Trustees
6	Laura Walker	Trustee	Appointed June 2020	Board of Trustees
7	Elizabeth West	Trustee	Appointed June 2020	Board of Trustees
8	Zoe Middleton	Trustee	Appointed June 2020	Board of Trustees
9				
10				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not Applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not Applicable

Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not Applicable
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Additional information (optional)

Names and addresses of advisers (Optional Information)

Type of adviser	Name	Address

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

Deborah Wood Chief Executive Officer

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A


Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
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Full name(s)	NICHOLAS	DILLWORTH
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Position (eg Secretary, Chair, etc)	CHAIR	
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Date	15/12/21
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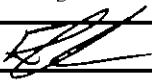
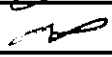
Charity no. 1158968

The ADD-vance ADHD and Autism Trust

Printed: 03/11/2021

	Total funds	Prior year funds
Fixed assets		
Intangible assets	0	1,167
Tangible assets	0	0
Heritage assets	0	0
Investments	0	0
<i>Total fixed assets</i>	0	1,167
Current assets		
Stocks	0	0
Debtors	20,390	15,225
Investments	30,000	30,000
Cash at bank and in hand	80,809	44,717
<i>Total current assets</i>	131,199	89,942
Creditors: amounts falling due within one year	30,704	14,164
<i>Net current assets/(liabilities)</i>	100,496	75,778
<i>Total assets less current liabilities</i>	100,496	76,944
Creditors: amounts falling due after more than one year	0	0
Provisions for liabilities	0	0
Total net assets or liabilities	100,496	76,944
Funds of the charity:		
Endowment funds	0	0
Restricted income funds	0	1,083
Unrestricted funds	100,496	75,861
Revaluation reserve	0	0
Total charity funds	100,496	76,944



Signed by one or two trustees
on behalf of all the trustees

Signature	Print Name	Date of approval dd/mm/yyyy
	ELIZABETH WEST	15/12/2021
	NICHOLAS DILWORTH	15/12/2021

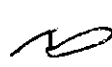

	Total funds £	Prior year funds £
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	23,551	10,903
Cash flows from investing activities:		
Net cash provided by (used in) investing activities	0	0
Cash flows from financing activities:		
Net cash provided by (used in) financing activities	0	0
Change in cash and cash equivalents in the reporting period	23,551	10,903
Cash and cash equivalents at the beginning of the reporting period	0	0
Cash and cash equivalents at the end of the reporting period	0	0

Reconciliation of net income/(expenditure) to net cash flow from operating activities

Net income/(expenditure) for the reporting period (as per the statement of financial activities)	23,551	10,903
Adjustments for:		
Net cash provided by (used in) operating activities	23,551	10,903

 NICHOLAS DILWORTH 15/12/21
 ELIZABETH WEST 15/12/21.

	Unrestricted funds	Restricted Income funds	Endowment funds	Total funds	Prior year funds
	£	£	£	£	£
Income and endowments from:					
Donations and legacies	34,367	0	0	34,367	28,901
Charitable activities	9,495	171,566	0	181,061	131,586
Other trading activities	0	0	0	0	10,374
Investments	387	0	0	387	171
Separate material item of income	0	0	0	0	0
Other	0	0	0	0	0
Total	44,248	171,566	0	215,814	171,032
Expenditure on:					
Raising funds	0	0	0	0	1,300
Charitable activities	42,500	149,763	0	192,263	158,829
Separate material item of expense	0	0	0	0	0
Other	0	0	0	0	0
Total	42,500	149,763	0	192,263	160,129
Net income/(expenditure) before investment gains/(losses)	1,748	21,803	0	23,551	10,903
Net gains/(losses) on investments	0	0	0	0	0
Net income/(expenditure)	1,748	21,803	0	23,551	10,903
Extraordinary items	0	0	0	0	0
Transfers between funds	22,886	-22,886	0	0	0
Net Movement in Funds	24,635	-1,083	0	23,551	10,903
Reconciliation of Funds					
Total funds brought forward	75,861	1,083	0	76,944	
Total funds carried forward	100,496	0	0	100,496	

 NICHOLAS DILWORTH 15/12/21
 ELIZABETH WEST 15/12/21

SECTION 1 – TRUSTEES ANNUAL REPORT

SECTION 2 – ACCOUNTS

Statement of Financial Activities (SOFA)	}
Balance Sheet	} all 3 to be signed by 2 Trustees
Cash Flow	}

SECTION 3 - Notes to the Accounts

ADD-vance – Year 1 April 2020 – 31 March 2021

1 Basis of preparation

- 1.1 Basis of accounting** - These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value, and in accordance with: FRS 102; Financial Reporting Standard 102: Accounting and Reporting by Charities, issued 16 July 2014. The charity constitutes a public benefit entity as defined by FRS 102.
- 1.2 Going concern** - There are no material uncertainties, events or conditions which cast doubt on the charity's ability to continue as a going concern.
- 1.3 Change in accounting policy** - There are no changes in Accounting policy.
- 1.4 Changes in accounting estimates** - There are no changes in Accounting Estimates.
- 1.5 Material prior year errors** - There are no material prior year errors identified in the accounts.

2 Policies

2.1 Income - This standard list of accounting policies has been applied by the charity.

Recognition of income - Income is included in the Statement of Financial Activities (SoFA) when: the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources; and the monetary value can be measured with sufficient reliability.

Grants and donations - Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).

Tax reclaims on donations and gifts - Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Contractual income and performance related grants - This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions

Income from interest, royalties and dividends - This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

2.2 Expenditure and liabilities liability recognition

Liability recognition - Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Governance and support costs - Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg staff costs by the time spent.

Redundancy cost - The charity made no redundancy payments during the reporting period.

Deferred income – Includes a prepayment for Coaching services of £15k and £10k of Parent workshops which we were asked to complete in spring/early summer 2021.

Creditors - The charity has creditors which are measured at settlement amounts.

Provisions for liabilities - No provision for liabilities have been included in the accounts.

2.3 Assets

Intangible fixed assets - The charity has completed the amortisation of its intangible fixed assets this year and has a closing nil balance. Intangible fixed assets are non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights. The amortisation rates and methods used are disclosed in note 9. They are valued at cost.

Debtors - Debtors are measured on initial recognition at settlement amount.

Current asset investments - The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due. They are valued at fair value.

3 Statement of Financial Activities (SOFA) Details

Please see SOFA Report on next page :

Charity Commission SOFA Details Report

Paxton

31 March 2021

Charity no. 1158968

The ADD-vance ADHD and Autism Trust

	Unrestricted	Restricted	Endowment	Year Total	Last Year
S01 Donations and legacies					
General donations	28,197	0	0	28,197	24,741
Virgin Money Giving	6,110	0	0	6,110	4,098
Easyfundraising	60	0	0	60	62
	34,367	0	0	34,367	28,901
S02 Charitable activities (Inc.)					
Support Groups	2,000	5,261	0	7,261	1,431
Training Professionals	0	550	0	550	3,287
Training Parents	0	128,200	0	128,200	70,724
Training Other	0	0	0	0	483
Training Peer Awareness	0	0	0	0	1,339
Coaching Private	0	0	0	0	550
Coaching General	500	17,293	0	17,793	24,935
Coaching Commission	395	85	0	480	1,193
EHCP services	330	0	0	330	10
Grants	1,300	20,178	0	21,478	0
School consultations	0	0	0	0	1,750
Drop-in consultations	0	0	0	0	2,200
Help Desk Services	0	0	0	0	9,988
Qb Check Service	4,920	0	0	4,920	13,697
	9,495	171,567	0	181,062	131,587
S03 Other trading activities					
Fundraising	0	0	0	0	10,374
S04 Investments					
Savings a/c interest	387	0	0	387	171
S08 Raising funds					
Publicity costs	0	0	0	0	1,300
S09 Charitable activities					
Support Groups costs	0	2,025	0	2,025	1,383
Training Salaries	554	63,255	0	63,809	36,641
Training Venue Hire	0	0	0	0	2,238
Training Materials	0	0	0	0	975
Training Resources	0	0	0	0	58
Training Travel costs	0	0	0	0	2,990
Training Development Work	0	625	0	625	265
Training Admin costs	0	0	0	0	400
Training Monitoring & Evaluation	0	765	0	765	60
Training Other costs	0	0	0	0	922
Coaching Salaries	0	14,245	0	14,245	19,390
Coaching Clinical Sup.	475	0	0	475	200
Gross Office Staff Salaries	23,730	37,735	0	61,466	49,142
General travel costs	0	0	0	0	183
Staff Training	45	2,160	0	2,205	135
NI - Employer's Contributions	55	0	0	55	0
Pension contr. employer expense	480	720	0	1,200	896
Holiday pay expense	1,829	3,017	0	4,846	6,006
New team supervision	50	0	0	50	0
Rent	4,320	6,895	0	11,215	11,198
Insurances	159	218	0	377	369
Telephone/fax/email	1,235	2,044	0	3,279	936
Zoom Licenses	631	1,295	0	1,926	0
Postage	0	0	0	0	18
Stationery	0	0	0	0	134
Printing/photocopying	278	478	0	756	793
Printer lease costs	520	708	0	1,228	1,121
General office expenses	176	228	0	405	1,320
Office refreshments	0	0	0	0	97
Resources	0	0	0	0	103
HR & Recruitment Costs	0	0	0	0	295
Business Development	0	3,000	0	3,000	0
Website	144	930	0	1,074	39
IT costs	440	898	0	1,338	213
Data protection fees	40	0	0	40	80
DBS checks	261	355	0	616	62
Equipment purchases	536	729	0	1,265	1,144
Amortisation expense a/c	1,167	0	0	1,167	1,168
Sundries	0	0	0	0	40
QbCheck fees	1,274	0	0	1,274	3,087
QbCheck facilitator	2,000	0	0	2,000	6,008
QbCheck venue hire	0	0	0	0	12
QbCheck equipment	200	0	0	200	0
Helpdesk service	1,902	7,437	0	9,339	8,710
	42,501	149,762	0	192,265	158,831
S17 Transfers between funds					
Transfers between funds	-22,886	22,886	0	0	0

4 - Apportionment of overheads

Overheads are apportioned on the Absorption Costing basis, based on the labour hours. Overhead costs apportioned are those over £300 pa and not directly allocated to a fund already.

4.1 - In 2020/21 the rate is 87/13 Training/Coaching, based on Income received and 40% of core costs are to remain in the general fund.

5 – Closure of old prior year funds

There were 4 small residual balances on funds which are no longer used (2 years+ inactivity). As part of year end maintenance these were all netted against the general fund, resulting in a net adjustment of £16 to general fund in 20/21 Income statement.

6 - Staff costs

	2020/21	2019/20
Salaries & Wages	70,805 *	57,852 *
Pensions	1,200	896
Other benefits (Holiday pay)	4,846 **	6,006
Total	76,851	64,754

*Includes Helpdesk salaries. **New CEO holiday pay incl in Salary & Wages costs

Total remuneration – no employees received salary and benefits in the reporting period of more than £60,000.

Average Head Count FTE (2019/20 restated from actual heads)

2020/21	2019/20
3	2.5

7 - Defined Contribution Pension Scheme

The amount of contributions recognised in the SOFA as an expense is £1,200.

8 - SOFA Balance sheet details

Charity Commission Balance Sheet Details

Paxton

31 March 2021

Charity no. 1158968

The ADD-vance ADHD and Autism Trust

	Unrestricted	Restricted	Endowment	Year Total	Last Year
B01 Intangible assets					
Intangible assets	0	0	0	0	1,167
	0	0	0	0	1,167
B07 Debtors					
Prepaid expenses	380	0	0	380	377
Recoverable Gift Aid	0	0	0	0	38
Debtors control a/c	0	16,710	0	16,710	11,291
Accrued Income	0	3,300	0	3,300	3,520
	380	20,010	0	20,390	15,226
B08 Investments					
Savings account	30,000	0	0	30,000	30,000
	30,000	0	0	30,000	30,000
B09 Cash at bank and in hand					
Bank current account	71,701	9,080	0	80,781	44,688
Petty cash	28	0	0	28	28
	71,729	9,080	0	80,809	44,716
B11 Creditors (due within one year)					
Creditors control a/c	0	-3,105	0	-3,105	-4,724
HMRC liabilities control	-771	-42	0	-813	-636
Pension contributions control	-311	-43	0	-355	-279
Holiday Payable	-276	0	0	-276	-515
Accrued expenses	-256	0	0	-255	0
Deferred income	0	-25,900	0	-25,900	-8,011
	-1,614	-29,090	0	-30,704	-14,165
B18 Restricted income funds					
Retained surplus	0	0	0	0	1,083
	0	0	0	0	1,083
B19 Unrestricted funds					
Retained surplus	100,496	0	0	100,496	75,861
	100,496	0	0	100,496	75,861

9 - Intangible Assets

9.1 - Valuation

9.2 - Amortisation

Cost or Valuation	Other Asset		Amortisation	Straight Line Basis
Start of Year	£3,502		Start of Year	£2,335
Additions	0		Disposals	0
Disposals	0		Amortisation	£1,167
Close of Year	£3,502		Close of Year	£3,502

9.3 - Net Book Value

Net book value at start of year £1,167.

Net book value at end of year £0.

9.4 – Accounting Policy

The asset has now been fully amortised on a straight-line basis of 3 years, over the useful asset life.

10 – Investment Assets

Current Asset Investments	2020/21	2019/20
Cash & cash equivalents	£30,000	£30,000
Total	£30,000	£30,000

11 – Debtors & Prepayments

Analysis of Debtors & Prepayments	2020/21	2019/20
Trade Debtors	£16,710	£11,291
Prepayments & Accrued Income	£3,680	£3,897
Others	£0	£38
Total	£20,390	£15,226

12 – Analysis of Creditors

Creditors due within 1 year	2020/21	2019/20
Trade Creditors	£3,105	£4,724
Accruals & deferred income	£26,431	£8,526
Taxation & social security	£813	£636
Other Creditors	£355	£279
Total	£30,704	£14,165

13 – Cash at bank and in hand

	2020/21	2019/20
Cash at bank and cash in hand	£80,809	£44,716

14 – MOVEMENT OF FUNDS NOTE

ADD-vance has used the Paxton accounting system for the last 5 years. It has operated one general fund, largely for overheads, donations, QB checks and core costs. Additional funds within the ledger – which encompasses the majority of our charitable activities - have been managed by setting up restricted funds, despite these contracts and services having no legal or business restrictions upon how we utilise the income.

Therefore, the restricted funds functionality has been used as a 'Management Accounting' tool, rather than as a true representation of whether a fund is actually restricted. We have only one or two examples of funds which are legally restricted, eg. Lottery, DWP; for these funds we only charge specified amounts to the funds as agreed in their initial funding arrangements.

ADD-vance therefore has funds which have built up as restricted in our ledger, but are not legally or business restricted. In order to address this issue we have taken the following corrective actions at March 21:

1. offset these fund balances against the General fund balance where they should have originally been booked.

Going forward, we are amending our approach as follows:

2. reviewing our ledger structure – we will utilise Project Codes within general fund to manage income and expenditure streams, rather than using restricted funds functionality, unless we receive funds which are truly restricted in use.
3. future creation of a legally or business restricted fund will be discussed and formally approved at a Trustee meeting.

14 – MOVEMENT OF FUNDS

Charity Commission Movement of Funds Report

Paxton

Charity no. 1158968

The ADD-vance ADHD and Autism Trust

Month = March 2021

<u>Fund name</u>	<u>Fund balances b/fwd</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>	<u>Gains and losses</u>	<u>Fund balances c/fwd</u>
General fund	75,861	44,248	-42,500	22,886	0	100,496
Coaching	-1,711	0	0	1,711	0	0
Coaching	1,486	4,400	-5,306	-580	0	0
Coaching	-1,259	1,305	-1,003	957	0	0
Coaching	60	-60	0	0	0	0
Courses, Workshops & Coaching	-8,202	3,588	-2,780	7,395	0	0
Covid 1	0	1,768	-1,768	0	0	0
Helpdesk support	-58	0	58	0	0	0
Lottery Grant	0	13,410	-13,865	455	0	0
Miscellaneous Restricted	-3,427	3,685	-4,871	4,613	0	0
New coaches/trainers training	0	2,000	-2,160	160	0	0
Parenting Courses	5,807	112,860	-90,894	-27,773	0	0
Parenting Courses Local	-548	0	548	0	0	0
Support Groups	0	4,311	-1,094	-3,217	0	0
Support Groups	0	350	-350	0	0	0
Support Groups	0	600	-600	0	0	0
Support Groups & Coaching	0	3,000	-3,000	0	0	0
Workshops	9,357	0	0	-9,357	0	0
Workshops	0	12,345	-14,048	1,703	0	0
Workshops & Courses	-202	1,720	-1,959	441	0	0
Workshops & Courses	-131	1,050	-807	-112	0	0
Workshops & Courses	-652	4,785	-4,847	714	0	0
Workshops & courses	0	450	-454	4	0	0
Workshops & Courses	563	0	-563	0	0	0
Totals	76,944	215,814	-192,263	0	0	100,496

15 – TRUSTEE REMUNERATION & BENEFITS

None of the Trustees have been paid any remuneration or received any other benefits from the charity.

No Trustee expenses have been incurred.

There have been no related party transactions during the period.

16 – INDEPENDENT EXAMINERS REPORT (see attached PDF)



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

THE ADD-VANCE ADHD AND AUTISM TRUST

On accounts for the year
ended

31 March 2021

Charity no
(if any)

1158968

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2021.

Responsibilities and
basis of report

As the charity's trustees, 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 Trust'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 material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date: 12 / 11 / 2021

Name:

Simon David Smith

Relevant professional
qualification(s) or body
(if any):

Chartered Institute of Management Accountants

Address:

83 Warren Way

Welwyn
Hertfordshire AL6 0DL

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A