



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1 April 2021

To 31 March 2022

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>In addition to the core services of the Helpdesk, Parent Training Courses, Parent Workshops, Specialist Parent Coaching, Qb checks, Parent Support Groups, Facebook Support Groups and Training for Professionals, ADD-vance was able to</p> <ul style="list-style-type: none">• work in partnership with Step 2 Skills to launch our Neurodiversity Employment Support Project in October• work in partnership with Hertfordshire Community Trust to offer support with Speech and Language services in Schools• alongside the Assessment Team to offer free ASD / ADHD assessments to on average one family per month who met their criteria for free assessments• work in partnership with Potential Kids to launch the ADD-vance Young Ambassadors Project, creating new materials for young people to understand their conditions and offer them support and understanding of neurodiversity

		<ul style="list-style-type: none"> • work in partnership with the University of Hertfordshire to deliver Lunch and Learn seminars during Neurodiversity Celebration Week • be commissioned by Herts County Council (HCC) to pilot a telephone hub support service for 2 months during the Summer / Autumn of 2021
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<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 and other co-existing neurodiverse conditions. 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, and following the restrictions of Covid 19 being lifted, has begun offering some face to face training and support services alongside it's online offerings.</p> <p>ADD-vance has 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 ADD-vance was able to access funding from grants as well as various fundraising activities</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 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>

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. Despite the lockdowns due to the pandemic we were able to utilise volunteers in a variety of roles throughout the year. Examples of this included running online workshops, supporting us from time to time in the office when the lockdowns allowed, using their skills to support the running of our Facebook group and updating some of our training materials.</p> <p>As part of our commitment to the voluntary sector, we continually look to recruit more</p>

		<p>volunteers that we can use in a variety of roles within the team 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 6,500 (4,400:2020/21) families of neurodiverse children through all its services. These include:</p> <ul style="list-style-type: none"> • 735 (639:2020/21) individual telephone calls to the helpdesk (an increase of 15%) where advice was given and followed up with an email, suggesting tips and tools to support the families and signposting for additional support. 10% (20%:2020/21) of these calls were from professionals asking for guidance with families that they were supporting, whilst 90% (80%:2020/21) were directly from parents seeking support. • Membership / Subscriptions to our database grew by over 19% to 3,341 (2,955:2020/21) parent members and 473 (424:2020/21) professional members by 31st March 2022, 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. • 178 (76:2020/21) families accessed our coaching service, with around 670 (315:2020/21) hours of specialist ADHD and ASD family coaching offered to parents by our team of self-employed coaches. • 63 (108 2020/21) 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. • 66 (24:2020/21) individuals completed a QbCheck™, a check which supports families in understanding how likely a diagnosis of ADHD would be made by a clinician. Having increased the number of team members qualified to run the checks and despite the lockdowns, we were able to run a similar number of checks to previous years (2019) • 20 (21:2020/21) families received

		<p>professional support with their EHCP (Education Health Care Plan) applications.</p> <ul style="list-style-type: none"> • 145 (170:2020/21) families attended support groups which ran throughout the year online during school termtime. To ensure relevance for those attending, we divided the groups into age ranges. • 119 (60:2020/21) workshop for parents and carers on a range of issues around Autism and ADHD commissioned via HCC, with an additional 9 (20:2020/21) being offered via other funding 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 61 (48:2020/21) and therefore around 6,900 attendances occurred, (although it is acknowledged that some parents attended more than one workshop). • 283 (528:2020/21) families attended a six week training course delivered by ADD-vance specialist trainers who are experts by experience as well as qualified trainers. These 25 courses (48:25020/21) 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. • Membership of the ADD-vance closed Facebook page reached 6,132 (5,171:2020/21) at the end of March 2021 and our smaller Spectrum Girls Facebook group had 1,065 (864:2020/21) members. All membership requests and postings are monitored to ensure that participants live or work in Hertfordshire and that the groups remain supportive. • 28 workshops / training courses were presented to professionals including school staff, statutory support teams, health workers and other voluntary organisations • 910 people booked into the ADD-vance and University of Hertfordshire Lunch and Learn events during Neurodiversity Celebration Week • 17 individuals cases were completed following input from the Employment Support Service <p>The education and support offered through training, support groups and the other services listed above help parents and carers to feel less isolated, stronger and well supported in their pursuit of helping their child to reach their full potential. Parents, carers and professionals are also more confident in working with schools and</p>
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		other services to identify and pursue the right support.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>The continuing impact of Covid 19 and ongoing lockdowns affected many of the plans to return to face to face work. However, throughout the year ADD-vance was able to significantly increase its online activities, maintain the helpdesk service - and following the pilot in August and September - to work closely with Herts County Council and other partner agencies who have agreed to extend the hub pilot until the end of April 2023, expanding it to have 2 -3 helpline operators at any one time.</p> <p>Additionally, during the relaxation of the rules during the summer period, ADD-vance was able to re-introduce face to face Qb checks and maintained the option of hybrid working for the office staff where roles allowed.</p> <p>New work included the Employment Advisors project and increased partnership working with a wide range of both statutory and voluntary partners.</p> <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 again acknowledged that ADD-vance may need to utilise some reserves, especially in the light of Covid 19 and the ongoing unknown impact of this virus on the charity.</p> <p>Fortunately, throughout the year, alongside an increase in funding from Hertfordshire County Council for training, coaching and our helpdesk, we were able to access various funding options from charitable trusts. These included Hertfordshire Community Foundation, St Albans Abbey, Childwick Trust, and we were the grateful recipients of fundraising efforts by the St Albans Post box toppers, plus ADD-vance benefitted from substantial gifts from both individuals and</p>

		<p>other fundraising groups.</p> <p>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 £18.4k 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, Give as you live, CAF, Easy Fundraising and used a text donations facility to increase our unrestricted funding. Virgin Money giving closed in November 2021, so ADD-vance moved their online fundraising system to Just Giving</p>
Investment performance against objectives	Para 1.41	N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Despite an uncertain economic climate, coupled with the ongoing effects of a global pandemic, ADD-vance continued to benefit from generous individual giving and strong demand for the educational offerings available from the Charity for parents and carers as well as professionals.</p> <p>At the end of the period, prudent management of finances and the surplus in funds has left the charity with £118.9k 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	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>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 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</p>

		continue to be looking at gaps in provision where Trusts and Foundations may be appropriate funders to pilot and implement new services.
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Additional information (optional)

You may choose to include further statements where relevant about:

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 • Funding via HCT for Speech and Language support • Funding from DWP for the Neurodiversity Employment Support Project • Funding directly from schools for training teaching staff • Fundraising from groups such as St Albans Post box Toppers • One off grants from charitable Trusts such as the Childwick Trust • 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	<p>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</p>
A description of the principal risks facing the charity	Para 1.46	<p>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 25 courses and 114 workshops (with a further 105 for next financial year) from HCC.</p> <p>Being able to move our services online throughout the pandemic and ongoing has been of benefit to the charity and its service users however, this has also increased competition for</p>

		<p>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.</p> <p>A further risk to the charity is that following the pandemic there is 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.</p>
Other		

Structure, Governance and Management

Description of charity's trusts:		
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:

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	<p>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.</p> <p>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.</p>
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.
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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 Filddlebridge Lane Hatfield Herts 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	Chair / Trustee		Board of Trustees
2	Dr Laurence Hasson	Trustee		Board of Trustees
3	Laura Walker	Trustee		Board of Trustees
4	Elizabeth West	Trustee		Board of Trustees
5	Zoe Middleton	Trustee		Board of Trustees
6	Pamela Reitemeier	Trustee	Appointed 14 th September 2021	Board of Trustees
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

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

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)

ELIZABETH WEST	
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Position (eg Secretary,
Chair, etc)

CHAIR	
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Date

6.1.2023


Charity no. 1158968

The ADD-vance ADHD and Autism Trust

Printed: 22/08/2022

	Total funds	Prior year funds
Fixed assets		
Intangible assets	0	0
Tangible assets	0	0
Heritage assets	0	0
Investments	0	0
<i>Total fixed assets</i>	0	0
Current assets		
Stocks	0	0
Debtors	17,141	20,390
Investments	50,000	30,000
Cash at bank and in hand	77,150	80,809
<i>Total current assets</i>	144,290	131,199
Creditors: amounts falling due within one year	25,366	30,704
<i>Net current assets/(liabilities)</i>	118,925	100,496
<i>Total assets less current liabilities</i>	118,925	100,496
Creditors: amounts falling due after more than one year	0	0
Provisions for liabilities	0	0
Total net assets or liabilities	118,925	100,496
Funds of the charity:		
Endowment funds	0	0
Restricted income funds	0	0
Unrestricted funds	118,925	100,496
Revaluation reserve	0	0
Total charity funds	118,925	100,496

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

Signature	Print Name	Date of approval dd/mm/yyyy
	LIZ WEST	6/1/2023
PC. Reitemeier	P.C. REITEMEIER	5/1/2023

Charity no. 1158968

The ADD-vance ADHD and Autism Trust

Printed: 22/08/2022

	Total funds £	Prior year funds £
Cash flows from operating activities:		
<i>Net cash provided by (used in) operating activities</i>	<u>18,429</u>	<u>23,551</u>
Cash flows from investing activities:		
<i>Net cash provided by (used in) investing activities</i>	<u>0</u>	<u>0</u>
Cash flows from financing activities:		
<i>Net cash provided by (used in) financing activities</i>	<u>0</u>	<u>0</u>
<i>Change in cash and cash equivalents in the reporting period</i>	18,429	23,551
Cash and cash equivalents at the beginning of the reporting period	<u>0</u>	<u>0</u>
Cash and cash equivalents at the end of the reporting period	<u>0</u>	<u>0</u>

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)	<u>18,429</u>	<u>23,551</u>
Adjustments for:		
Net cash provided by (used in) operating activities	<u>18,429</u>	<u>23,551</u>

x  6.1.2023

x P.C. Reitermeier 5.1.2023

Charity no. 1158968

The ADD-vance ADHD and Autism Trust

Printed: 22/08/2022

	Unrestricted funds	Restricted Income funds	Endowment funds	Total funds	Prior year funds
	£	£	£	£	£
Income and endowments from:					
Donations and legacies	50,338	0	0	50,338	34,367
Charitable activities	165,404	23,597	0	189,001	181,061
Other trading activities	0	0	0	0	0
Investments	87	0	0	87	387
Separate material item of income	0	0	0	0	0
Other	0	0	0	0	0
Total	215,829	23,597	0	239,426	215,814
Expenditure on:					
Raising funds	54	0	0	54	0
Charitable activities	197,346	23,597	0	220,943	192,263
Separate material item of expense	0	0	0	0	0
Other	0	0	0	0	0
Total	197,400	23,597	0	220,997	192,263
Net income/(expenditure) before investment gains/(losses)	18,429	0	0	18,429	23,551
Net gains/(losses) on investments	0	0	0	0	0
Net income/(expenditure)	18,429	0	0	18,429	23,551
Extraordinary items	0	0	0	0	0
Transfers between funds	0	0	0	0	0
Net Movement in Funds	18,429	0	0	18,429	23,551
Reconciliation of Funds					
Total funds brought forward	100,496	0	0	100,496	
Total funds carried forward	118,925	0	0	118,925	

X  6.1.2023

X P.C. Reitemeier 5.12.2023

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 2021 – 31 March 2022

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 £10k and £9.6k of Grants and other Income for projects which will be undertaken in 2022/23.

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 no intangible fixed assets.

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 :

Paxton

Charity Commission SOFA Details Report

Charity no. 1158968

The ADD-vance ADHD and Autism Trust

Printed: 22/08/2022

March 2022

	Unrestricted	Restricted	Endowment	Year Total	Last Year
S01 Donations and legacies					
General donations	41,150	0	0	41,150	28,197
Virgin Money Giving	6,494	0	0	6,494	6,110
Just Giving	2,576	0	0	2,576	0
Easyfundraising	118	0	0	118	60
	50,338	0	0	50,338	34,367
S02 Charitable activities (Inc.)					
Support Groups	0	0	0	0	7,261
Training Professionals	6,750	0	0	6,750	550
Training Parents	84,065	-35	0	84,030	128,200
Training Other	1,097	0	0	1,097	0
Coaching Private	1,430	-1,430	0	0	0
Coaching General	28,433	1,400	0	29,833	17,793
Coaching Commission	1,420	65	0	1,485	480
EHCP services	645	0	0	645	330
Grants	3,824	0	0	3,824	21,478
Help Desk Services	13,297	0	0	13,297	0
Qb Check Service	15,031	0	0	15,031	4,970
Speech & Language Therapy	9,413	0	0	9,413	0
Support Services Income	0	23,597	0	23,597	0
	165,405	23,597	0	189,002	181,062
S04 Investments					
Savings a/c interest	87	0	0	87	387
	87	0	0	87	387
S08 Raising funds					
Fundraising costs	54	0	0	54	0
	54	0	0	54	0
S09 Charitable activities					
Support Groups costs	1,525	0	0	1,525	2,025
Training Salaries	45,804	-33	0	45,771	63,809
Training Travel costs	40	0	0	40	0
Training Development Work	925	0	0	925	625
Training Monitoring&Evaluation	460	0	0	460	765
Coaching Salaries	22,285	-25	0	22,260	14,245
Coaching Clinical Sup.	550	100	0	650	475
Coaching Reports	1,050	25	0	1,075	0
Gross Office Staff Salaries	69,093	20,093	0	89,186	61,466
General travel costs	0	262	0	262	0
Staff Training	895	300	0	1,195	2,205
NI - Employer's Contributions	928	1,148	0	2,075	55
Pension contr.employer expense	1,461	328	0	1,789	1,200
Holiday pay expense	4,241	0	0	4,241	4,846
New team supervision	0	0	0	0	50
Rent	12,437	0	0	12,437	11,215
Insurances	380	0	0	380	377
Telephone/Broadband/VOIP	113	399	0	512	3,279
Zoom Licenses	569	0	0	569	1,926
Stationery	260	0	0	260	0
Printing/photocopying	448	0	0	448	756
Printer lease costs	1,065	0	0	1,065	1,228
General office expenses	117	0	0	117	405
HR & Recruitment Costs	17	0	0	17	0
Business Development	924	0	0	924	3,000
Website	90	0	0	90	1,074
IT costs	1,495	117	0	1,613	1,338
Subscription costs	175	0	0	175	0
Data protection fees	35	0	0	35	40
DBS checks	611	126	0	736	616
Equipment purchases	812	758	0	1,570	1,265
Amortisation expense a/c	0	0	0	0	1,167
QbCheck fees	4,028	0	0	4,028	1,274
QbCheck facilitator	5,900	0	0	5,900	2,000
QbCheck equipment	0	0	0	0	200
Speech & Language Therapy	8,575	0	0	8,575	0
Helpdesk service	10,038	0	0	10,038	9,339
	197,346	23,598	0	220,943	192,265

4 - Staff costs

	2021/22 **	2020/21
Salaries & Wages	99,224 *	70,805 *
Pensions	1,789	1,200
Other (Holiday & Employer NI)	6,316	4,846
Total	107,329	76,851

*Includes Helpdesk salaries ** Includes 6 months x 2 employment advisors working on DWP project

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

Average Head Count FTE

2021/22	2020/21
3.6	3

7 - Defined Contribution Pension Scheme

The amount of contributions recognised in the SOFA as an expense is £1,789.

8 - SOFA Balance sheet details**Paxton****Charity Commission Balance Sheet Details****Page 1 of 1****Charity no. 1158968****The ADD-vance ADHD and Autism Trust****Printed: 22/08/2022****March 2022**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Year Total</u>	<u>Last Year</u>
B01 Intangible assets					
	0	0	0	0	0
B06 Stocks					
	0	0	0	0	0
B07 Debtors					
Prepaid expenses	432	0	0	432	380
Debtors control a/c	15,809	0	0	15,809	16,710
Accrued Income	900	0	0	900	3,300
	17,141	0	0	17,141	20,390
B08 Investments					
Savings account	50,000	0	0	50,000	30,000
	50,000	0	0	50,000	30,000
B09 Cash at bank and in hand					
Bank current account	74,312	2,838	0	77,150	80,781
Petty cash	0	0	0	0	28
	74,312	2,838	0	77,150	80,809
B11 Creditors (due within one year)					
Creditors control a/c	-2,413	-64	0	-2,477	-3,105
HMRC liabilities control	-1,358	-343	0	-1,701	-813
Pension contributions control	-337	-127	0	-465	-355
Holiday Payable	-359	0	0	-359	-276
Accrued expenses	-720	0	0	-720	-255
Deferred income	-17,341	-2,303	0	-19,644	-25,900
	-22,528	-2,837	0	-25,366	-30,704
B19 Unrestricted funds					
Retained surplus	118,925	0	0	118,925	100,496
	118,925	0	0	118,925	100,496
B20 Revaluation reserve					
	0	0	0	0	0

10 – Investment Assets

Current Asset Investments	2021/22	2020/21
Cash & cash equivalents	£50,000	£30,000
Total	£50,000	£30,000

11 – Debtors & Prepayments

Analysis of Debtors & Prepayments	2021/22	2020/21
Trade Debtors	£15,809	£16,710
Prepayments & Accrued Income	£1,332	£3,680
Others	£0	£0
Total	£17,141	£20,390

12 – Analysis of Creditors

Creditors due within 1 year	2021/22	2020/21
Trade Creditors	£2,477	£3,105
Accruals & deferred income	£20,723	£26,431
Taxation & social security	£1,701	£813
Other Creditors	£465	£355
Total	£25,366	£30,704

13 – Cash at bank and in hand

	2021/22	2020/21
Cash at bank and cash in hand	£77,150	£80,809

14 – MOVEMENT OF FUNDS

Paxton

Charity Commission Movement of Funds Report

Charity no. 1158968

The ADD-vance ADHD and Autism Trust

Printed: 22/08/2022

Month = March 2022

<u>Fund name</u>	<u>Fund balances brought forward</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>	<u>Gains and losses</u>	<u>Fund balances carried forward</u>
General fund	100,496	215,829	-197,400	0	0	118,925
Advisors	0	23,597	-23,597	0	0	0
Totals	100,496	239,426	-220,997	0	0	118,925

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/directors/
members of

THE ADD-VANCE ADHD AND AUTISM TRUST

On accounts for the year
ended

31 MARCH 2022

Charity no.:

1158968

Company no.:

Set out on pages

1 - 2

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 / 03 / 2022.

Responsibilities and
basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

Independent
examiner's statement

[The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

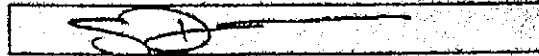
I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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:

09/12/2022

Name:

SIMON DAVID SMITH

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

Chartered Institute of Management Accountants

Address:

83 WARREN WAY

WELWYN

HERTS

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