



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1 April 2023**

**To 31 March 2024**

**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"><li>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 Disorder (ASD) and their families.</li><li>2. The promotion of social inclusion among parent carers and their children who are socially excluded from society as a result of having ADHD and/or ASD and help their integration into society.</li><li>3. 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.</li></ol>
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 Carer Training Courses, Parent Carer Workshops, Specialist Parent Carer Coaching, Qb Checks, Parent Carer Support Groups, Facebook Support Groups and Training for Professionals, ADD-vance was able to:</p> <ul style="list-style-type: none"><li>• continue to work in partnership with Hertfordshire Community Trust (HCT) to offer support with Speech and Language services in Schools</li><li>• alongside The Assessment Team continue to offer free ASD / ADHD assessments to on average one family per month who met their criteria for free assessments</li><li>• work in partnership with the University of Hertfordshire to deliver Lunch and Learn seminars during Neurodiversity Celebration Week</li><li>• be recommissioned by Herts County Council (HCC) to continue to pilot the Neurodiversity Support Hub Pilot service increasing the</li></ul>

		<p>number of call handlers from three to five at any one time</p> <ul style="list-style-type: none"> <li>• Continue to offer a bespoke Sleep Service to parents and carers</li> <li>• Offer employers bespoke training to improve inclusivity in the workplace by starting a project 'Neurodiversity in the Workplace'</li> <li>• Re-instated the parent workshops alongside Hertfordshire PALMS (Positive behaviour, autism, learning disability and mental health service)</li> </ul>
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 neurodivergent conditions.</p> <p>As awareness of neurodivergent conditions increases within society, ADD-vance has seen the need for employers to have additional training around creating neurodivergent inclusive workplaces. Therefore the charity has developed a suite of training resources that can be delivered to employers around best practice when recruiting, employing and supporting neurodivergent employees.</p> <p>ADD-vance has continued to offer support to schools and professionals throughout the year and is offering face-to-face training and support services alongside its 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 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 as we continued to grow and develop, despite the cost of living crisis .</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</p>

		with our Objectives, as stated above, and are in line with the Charities Commission guidance.
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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	<b>N/A</b>
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 and neurodivergent individuals in all areas of our work. Currently 34 out of 35 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 and family member 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>We rent our office premises from the Hertfordshire Community Foundation – a local charity that we are able to contribute towards by renting from an organisation that heavily invests in local charities and not for profits.</p> <p>This year we replaced a significant proportion of our office furniture, all of which was recycled items that we were able to save from landfill, and were purchased from another local charity.</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 in the office. Examples of how we utilised volunteers included running online workshops, supporting us on a weekly basis in the office, using their skills to support the running of our Facebook group and updating our training materials. We also use</p>

		<p>volunteers to help with our social media and our website.</p> <p>As part of our commitment to the voluntary sector, we continually look to recruit more 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>As a follow on from the Building Effectiveness Course run by Hertfordshire Community Foundation, ADD-vance continues to benefit from mentoring from a local business director.</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 and trained 11,464 parents, carers and professionals involved in the care of neurodivergent children and young people These include:</p> <ul style="list-style-type: none"> <li>• 1,720 (1,335: 2022/23) individual telephone calls to the helpdesk (an increase of 29%) where advice was given and followed up with an email. 5% (4%: 2022/23)) of these calls were from professionals, whilst 95% (96% : 2022/23) were directly from parent carers seeking support. Feedback from the helpline was comprehensively positive with 99.1% of callers reporting that they would recommend the service to other people</li> <li>• Membership / Subscriptions to our database grew by over 10% to 4,114,(3,724: 2022/23) parent carer members and 533 (476:2022/23) professional members by 31<sup>st</sup> March 2023, with an average of 1-2 new members each day.</li> <li>• 126 (147: 2022/23) families accessed our coaching service, with around 480 (560 : 2022/23) hours of specialist ADHD and ASD family coaching offered to parent carers by our team of self-employed coaches.</li> <li>• 36 (39 2022/23) families accessed 'drop-in' sessions.</li> <li>• 85 (100 2022/23) individuals completed a QbCheck™ and received a comprehensive report from our assessors</li> <li>• 19 (23 : 2022/23) families received professional support with their EHCP (Education Health &amp; Care Plan) applications.</li> </ul>

		<ul style="list-style-type: none"> <li>• 218 (186 : 2022/23) families attended support groups which ran throughout the year online during school termtime.</li> <li>• 73 (105 :2022/23) workshops for parents and carers on a range of issues around Autism and ADHD commissioned via HCC, with an additional 7 (8 :2022/23) being offered via other funding sources. The average number of attendees and views for each of our workshops was again 87 this year (87:2022/23) and therefore around 7,656 attendances occurred, (although it is acknowledged that some parents attended more than one workshop).</li> <li>• 287 (326:2022/23) families attended a six-week training course delivered by ADD-vance specialist trainers who are experts by experience as well as qualified trainers.</li> <li>• Membership of the ADD-vance closed Facebook page reached 7,948 (7,041: 2022/23) at the end of March 2023 and our smaller Spectrum Girls Facebook group had 1,456 (1,250:2022/23) members. All membership requests and postings are monitored to ensure that participants live or work in Hertfordshire and that the groups remain supportive.</li> <li>• 113 (87 2022/23) workshops / training courses were presented to professionals including school staff, statutory support teams, health workers and other voluntary organisations</li> </ul> <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 other services to identify and pursue the right support.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Despite an uncertain economic climate, including the cost-of-living crisis, 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 £19.6k this year whilst retaining £75k 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"> <li>• demonstrate the charity's sustainability and capacity to manage unforeseen financial difficulties;</li> <li>• assist in strategic planning, for example, considering how new projects or activities will be funded;</li> <li>• inform the budget and risk management, and enable cash flow;</li> <li>• give confidence to funders.</li> </ul>
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 £75k.</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 £75k cover these future costs plus other identified risks.</p>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
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, they are pleased that the charity was able to report a small surplus plus an increase in service provision.</p>

		Going forward we will be working closely with Herts County Council, the NHS and other partner organisations to diversify our income streams and our service provision. Alongside this we will 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"> <li>• Grants from Herts County Council</li> <li>• Pilot project funding through the NHS and Herts County Council</li> <li>• Funding via DSPLs</li> <li>• Funding via HCT</li> <li>• Funding directly from schools, businesses and other organisations</li> <li>• One-off grants from charitable Trusts</li> <li>• Generous donations from individuals towards the work of the charity</li> <li>• Individual funding for Qb Checks and Private Coaching</li> <li>• Donations and fundraising activities throughout the year towards all other support services for parents</li> </ul> <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	<p>The principal risk facing ADD-vance is a lack of reliable ongoing funding sources. The number of parent carer 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 73 workshops from HCC.</p> <p>Being able to continue to move our services online following the pandemic a few years ago 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</p>

		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.
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 online via Zoom if this is not possible. Selection is discussed with the Board of Trustees and once a decision is agreed upon the new Trustee is appointed formally at the Trustee Board 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 Trustee 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 as well as by a monthly Finance Committee. 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 Manager, as needed, to discuss changes and improvements to accounting and reporting.

## 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 Fildlebridge 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	Resigned Nov 2023	Board of Trustees
2	Dr Laurence Hasson	Trustee	Resigned June 2023	Board of Trustees
3	Laura Walker	Trustee	Resigned June 2023	Board of Trustees
4	Elizabeth West	Chair /Trustee	Chair from Nov 2023	Board of Trustees
5	Zoe Middleton	Trustee		Board of Trustees
6	Pamela Reitemeier	Trustee		Board of Trustees
7	Andrew Taylor	Trustee / Treasurer		Board of Trustees
8	Dr Rebecca Hunt	Trustee	Joined Nov 2023	Board of Trustees
9	Lucy Marangos	Trustee	Joined July 2023	Board of Trustees
10				
11				
12				
13				
14				
15				
16				
17				

## 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

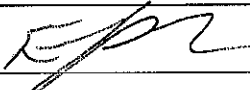
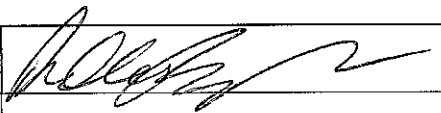
N/A

#### 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)		
Full name(s)	ELIZABETH WEST	ANDREW TAITLER
Position (eg Secretary, Chair, etc)	CHAIR	TRUSTEE

DATE : 07/10/24 07/10/24

**Date**

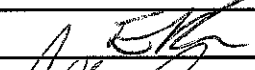
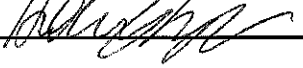
Charity no. 1158968

The ADD-vance ADHD and Autism Trust


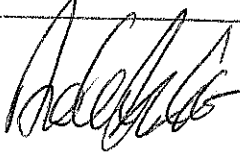
Printed: 13/06/2024

	Total funds	Prior year funds
<b>Fixed assets</b>		
Intangible assets	0	0
Tangible assets	0	0
Heritage assets	0	0
Investments	0	0
<i>Total fixed assets</i>	<b>0</b>	<b>0</b>
<b>Current assets</b>		
Stocks	0	0
Debtors	7,878	10,983
Investments	75,000	75,386
Cash at bank and in hand	203,320	220,607
<i>Total current assets</i>	<b>286,199</b>	<b>306,975</b>
Creditors: amounts falling due within one year	118,057	158,522
<i>Net current assets/(liabilities)</i>	168,142	148,453
<i>Total assets less current liabilities</i>	<b>168,142</b>	<b>148,453</b>
Creditors: amounts falling due after more than one year	0	0
Provisions for liabilities	0	0
<b>Total net assets or liabilities</b>	<b>168,142</b>	<b>148,453</b>
<b>Funds of the charity:</b>		
Endowment funds	0	0
Restricted income funds	70	70
Unrestricted funds	168,072	148,383
Revaluation reserve	0	0
<b>Total charity funds</b>	<b>168,142</b>	<b>148,453</b>

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

Signature	Print Name	Date of approval dd/mm/yyyy
	ELIZABETH WEST	07/10/2024
	ANDREW TABOR	07/10/2024

	Unrestricted funds	Restricted Income funds	Endowment funds	Total funds	Prior year funds
	£	£	£	£	£
<b>Income and endowments from:</b>					
Donations and legacies	17,743	0	0	17,743	50,979
Charitable activities	308,567	7,860	0	316,427	284,998
Other trading activities	0	0	0	0	0
Investments	4,451	0	0	4,451	386
Separate material item of income	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>330,761</b>	<b>7,860</b>	<b>0</b>	<b>338,621</b>	<b>336,363</b>
<b>Expenditure on:</b>					
Raising funds	410	0	0	410	306
Charitable activities	310,662	7,860	0	318,523	306,529
Separate material item of expense	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>311,072</b>	<b>7,860</b>	<b>0</b>	<b>318,933</b>	<b>306,834</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>	<b>19,689</b>	<b>0</b>	<b>0</b>	<b>19,689</b>	<b>29,528</b>
Net gains/(losses) on investments	0	0	0	0	0
<b>Net income/(expenditure)</b>	<b>19,689</b>	<b>0</b>	<b>0</b>	<b>19,689</b>	<b>29,528</b>
Extraordinary items	0	0	0	0	0
Transfers between funds	0	0	0	0	0
<b>Net Movement in Funds</b>	<b>19,689</b>	<b>0</b>	<b>0</b>	<b>19,689</b>	<b>29,528</b>
<b>Reconciliation of Funds</b>					
Total funds brought forward	148,383	70	0	148,453	
<b>Total funds carried forward</b>	<b>168,072</b>	<b>70</b>	<b>0</b>	<b>168,142</b>	



	<u>SIGNATURE</u>	<u>NAME</u>	<u>DATE</u>
1.		ELIZABETH WEST	7/10/24
2.		ANDREW TAKER	7/10/24

	Total funds £	Prior year funds £
Cash flows from operating activities: <i>Net cash provided by (used in) operating activities</i>	19,689	29,528
Cash flows from investing activities: <i>Net cash provided by (used in) investing activities</i>	0	0
Cash flows from financing activities: <i>Net cash provided by (used in) financing activities</i>	0	0
<i>Change in cash and cash equivalents in the reporting period</i>	19,689	29,528
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)	19,689	29,528
Adjustments for:		
Net cash provided by (used in) operating activities	19,689	29,528

SIGNATURENAME / DATE

1.  ELIZABETH WEST  
7/10/24
2.  ANDREW TAYLOR  
7/10/24

## **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 2023 – 31 March 2024**

### **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 prepayments for Helpline Hub support services of £71.4k, prepayments for Coaching of £14.5k, Workshops which will be completed in 24/25 of £11k and £14k of Grants and other Income for projects which will be undertaken in 24/25.

**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:

# Charity Commission SOFA Details Report

Paxton

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Charity no. 1158968

The ADD-vance ADHD and Autism Trust

Printed: 13/06/2024

March 2024

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Year Total</u>	<u>Last Year</u>
<b>S01 Donations and legacies</b>					
General donations	8,245	0	0	8,245	37,553
Just Giving	9,309	0	0	9,309	11,679
Easyfundraising	189	0	0	189	164
Gift Aid Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,582</u>
	<b>17,743</b>	<b>0</b>	<b>0</b>	<b>17,743</b>	<b>50,978</b>
<b>S02 Charitable activities (inc.)</b>					
Training Professionals	36,885	0	0	36,885	28,875
Training Parents	79,756	0	0	79,756	83,735
Training Other	2,889	0	0	2,889	3,432
Coaching General	20,775	0	0	20,775	24,860
Coaching Commission	2,580	0	0	2,580	1,740
EHCP services	295	0	0	295	730
Grants	11,012	7,860	0	18,872	15,836
Staff training	1,775	0	0	1,775	449
Qb Check Service	19,083	0	0	19,083	22,403
Speech & Language Therapy	7,320	0	0	7,320	7,200
Support Services Income	<u>126,198</u>	<u>0</u>	<u>0</u>	<u>126,198</u>	<u>95,739</u>
	<b>308,568</b>	<b>7,860</b>	<b>0</b>	<b>316,428</b>	<b>284,999</b>
<b>S04 Investments</b>					
Savings a/c interest	<u>4,451</u>	<u>0</u>	<u>0</u>	<u>4,451</u>	<u>386</u>
	<b>4,451</b>	<b>0</b>	<b>0</b>	<b>4,451</b>	<b>386</b>
<b>S08 Raising funds</b>					
Fundraising costs	316	0	0	316	198
Publicity costs	<u>94</u>	<u>0</u>	<u>0</u>	<u>94</u>	<u>108</u>
	<b>410</b>	<b>0</b>	<b>0</b>	<b>410</b>	<b>306</b>
<b>S09 Charitable activities</b>					
Support Groups costs	1,700	0	0	1,700	1,700
Training Salaries	56,873	0	0	56,873	56,004
Training Venue Hire	1,376	0	0	1,376	1,317
Training Resources	1,413	0	0	1,413	1,000
Training Travel costs	882	0	0	882	809
Training Bookings costs	76	0	0	76	0
Training Development Work	2,125	0	0	2,125	1,902
Training Monitoring&Evaluation	511	0	0	511	480

Training Other costs	101	0	0	101	45
Coaching Salaries	14,468	0	0	14,468	20,170
Coaching Admin costs	0	0	0	0	17
Coaching Clinical Sup.	750	0	0	750	600
Coaching Reports	1,150	0	0	1,150	1,425
Gross Office Staff Salaries	171,280	6,050	0	177,331	157,818
General travel costs	0	0	0	0	422
General volunteer expenses	0	0	0	0	120
Staff Training	2,231	0	0	2,231	3,388
NI - Employer's Contributions	6,934	117	0	7,051	6,034
Pension contr.employer expense	3,343	47	0	3,390	6,034
Holiday pay expense	3,421	0	0	3,421	3,220
Rent	13,065	540	0	13,605	13,864
Insurances	890	0	0	890	432
Telephone/Broadband/VOIP	1,543	0	0	1,543	1,499
Zoom Licenses	574	0	0	574	504
Postage	0	0	0	0	2
Stationery	309	0	0	309	297
Printing/photocopying	417	0	0	417	434
Printer lease costs	728	0	0	728	745
General office expenses	176	0	0	176	306
Office refreshments	0	0	0	0	42
HR & Recruitment Costs	0	0	0	0	889
Business Development	283	483	0	766	1,537
IT costs	1,980	48	0	2,028	1,817
Subscription costs	738	0	0	738	184
Data protection fees	35	0	0	35	0
DBS checks	547	0	0	547	813
Equipment purchases	356	575	0	931	1,280
Sundries	0	0	0	0	30
QbCheck fees	5,003	0	0	5,003	4,851
QbCheck facilitator	8,200	0	0	8,200	9,857
QbCheck equipment	50	0	0	50	0
Support Services costs	1,035	0	0	1,035	2,187
Speech & Language Therapy	6,100	0	0	6,100	5,550
Helpdesk service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-2</u>
	<b>310,663</b>	<b>7,860</b>	<b>0</b>	<b>318,524</b>	<b>306,531</b>

#### **4 STAFF COSTS**

	<b>2023/24</b>	<b>2022/23</b>
Salaries & Wages	177,331	157,818
Pensions	3,390	2,942
Other (Holiday & Employer NI)	10,472	9,254
<b>Total</b>	<b>191,193</b>	<b>170,014</b>

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

#### **Average Head Count FTE**

<b>2023/24</b>	<b>2022/23</b>
6.4	5.2

#### **5 DEFINED CONTRIBUTION PENSION SCHEME**

The amount of contributions recognised in the SOFA as an expense is £3,390.

**6 BALANCE SHEET Details****Charity Commission Balance Sheet Details****Paxton****Page 1 of 1****Charity no. 1158968****The ADD-vance ADHD and Autism Trust****Printed: 13/06/2024****March 2024**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Year Total</u>	<u>Last Year</u>
<b>B07 Debtors</b>					
Prepaid expenses	483	0	0	483	469
Debtors control a/c	5,415	0	0	5,415	9,239
Accrued Income	<u>1,980</u>	<u>0</u>	<u>0</u>	<u>1,980</u>	<u>1,275</u>
	<b>7,878</b>	<b>0</b>	<b>0</b>	<b>7,878</b>	<b>10,983</b>
<b>B08 Investments</b>					
Savings account	<u>75,000</u>	<u>0</u>	<u>0</u>	<u>75,000</u>	<u>75,386</u>
	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>75,000</b>	<b>75,386</b>
<b>B09 Cash at bank and in hand</b>					
Bank current account	32,594	12,014	0	44,608	220,607
Bank notice account	<u>158,712</u>	<u>0</u>	<u>0</u>	<u>158,712</u>	<u>0</u>
	<b>191,306</b>	<b>12,014</b>	<b>0</b>	<b>203,320</b>	<b>220,607</b>
<b>B11 Creditors (due within one year)</b>					
Creditors control a/c	-2,340	70	0	-2,270	-4,128
HMRC liabilities control	-1,690	0	0	-1,690	-2,431
HMRC Liabilities Control ENIC	-1,076	0	0	-1,076	-1,491
Pension contributions control	-696	0	0	-696	0
Holiday Payable	-410	0	0	-410	-511
Accrued expenses	-1,065	0	0	-1,065	-1,410
Deferred income	<u>-98,836</u>	<u>-12,014</u>	<u>0</u>	<u>-110,850</u>	<u>148,551</u>
	<b>-106,113</b>	<b>-11,944</b>	<b>0</b>	<b>-118,0567</b>	<b>158,522</b>
<b>B18 Restricted income funds</b>					
Retained surplus	0	70	0	70	70
	<b>0</b>	<b>70</b>	<b>0</b>	<b>70</b>	<b>70</b>
<b>B19 Unrestricted funds</b>					
Retained surplus	168,072	0	0	168,072	148,383
	<b>168,072</b>	<b>0</b>	<b>0</b>	<b>168,072</b>	<b>148,383</b>

## 7 INVESTMENT ASSETS

Current Asset Investments	2023/24	2022/23
Cash & cash equivalents	£75,000	£75,386
<b>Total</b>	<b>£75,000</b>	<b>£75,386</b>

## 8 DEBTORS & PREPAYMENTS

Analysis of Debtors & Prepayments	2023/24	2022/23
Trade Debtors	£5,415	£9,239
Prepayments & Accrued Income	£2,463	£1,744
Others	£0	£0
<b>Total</b>	<b>£7,878</b>	<b>£10,983</b>

## 9 ANALYSIS OF CREDITORS

Creditors due within 1 year	2023/24	2022/23
Trade Creditors	£2,270	£4,128
Accruals & deferred income	£113,021	£150,472
Taxation & social security	£2,766	£3,922
Other Creditors	£0	£0
<b>Total</b>	<b>£118,057</b>	<b>£158,522</b>

## 10 CASH AT BANK AND IN HAND

	2023/24	2022/23
Cash at bank	£203,320	£220,607

## 11 MOVEMENT OF FUNDS

### Charity Commission Movement of Funds Report

Paxton

Page 1 of 1

Charity no. 1158968

The ADD-vance ADHD and Autism Trust

Printed: 13/06/2024

Month = March 2024

<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	148,383	330,761	-311,072	0	0	168,072
Advisors	70	0	0	0	0	70
<u>Business Dev</u>	<u>0</u>	<u>7,860</u>	<u>-7,860</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Totals</b>	<b>148,453</b>	<b>338,621</b>	<b>-318,933</b>	<b>0</b>	<b>0</b>	<b>168,142</b>

**12 TRUSTEE REMUNERATION & BENEFITS**

None of the Trustees have been paid 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

**13 INDEPENDENT EXAMINERS REPORT (see attached PDF)**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### 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<sup>st</sup> March 2024

Charity no  
(if any)

1158968

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2024**.

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**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Management Accountants.

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:

23/9/2024

Name:

SIMON SMITH

Relevant professional  
qualification(s) or body

Chartered Institute of Management Accountants



(if any):

Address:

**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.

None