

THE BUNGALOW PARTNERSHIP

CHARITY NUMBER: 1160501

STATEMENT OF ACCOUNTS

YEAR ENDED 31st AUGUST 2020

THE BUNGALOW PARTNERSHIP

TRUSTEES' REPORT FOR THE YEAR ENDED 31st AUGUST 2020

The trustees' present their report and the unaudited financial statements for the year ended 31st August 2020.

This report has been prepared in accordance with the Charities Act 2011 and 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' (as amended for accounting periods commencing from 1 January 2016).

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity name	The Bungalow Partnership
Charity registration number	1160501
Head Office and Operational Address	Rose Wood Academy The Garth Coulby Newham MIDDLESBROUGH TS8 0UG
Trustees	Lesley Sinclair Bernadette Rizzi-Allan Louise Hill
Manager	Marie Blythe
Independent Examiner	Mr J Gresham FCCA Azets New Garth House Upper Garth Gardens Guisborough TS14 6HA

OBJECTIVES AND ACTIVITIES

The objects of the charity as set out in its constitution are:

For the public benefit, the advancement of education of children and their families who have social, emotional or behavioural needs in order to enable them to participate fully in society and mainstream education and to act as a resource for such children, and their families, by providing advice and assistance with a view to improving the conditions of life of such persons.

The trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31st AUGUST 2020

ACHIEVEMENTS AND PERFORMANCE

The Bungalow Partnership's operational funding is met by an annual charge to participating schools based on the number of families referred into the service at any one time during the academic year. Expertise that is offered ranges from direct engagement with several therapeutic interventions to both children and adults through to parental support. In addition, we are able to offer advice and support to schools and Local Authorities regarding behaviour management and strategies to strengthen the emotional and mental resilience of pupils.

The Partnership has regular contact and close co-operation between our partner organisations and charities in the Teesside area where we regularly signpost appropriate referrals. A strong working relationship has been developed with Teesside University, Stockton Riverside College and Darlington College who regularly provide Social Work, Occupational Therapy and Nursing students to The Bungalow Partnership on long and short-term placements. We provided 4 placements for Trainee Play Therapists studying with PTUK and 2 Art Therapy Students from Leeds Beckett University.

During 2019/20 our partner schools totalled 57. We also worked with children referred by Middlesbrough Virtual School, South Tyneside Local Authority, North Yorkshire Local Authority, Stockton Local Authority and Redcar and Cleveland Local Authority. The Bungalow Partnership also successfully bid to be included in the Middlesbrough Local Authority Framework, Stockton Local Authority and Tees Valley Adoption Frameworks. and have supported several families via this referral route.

Support

During 2019/20 The Partnership has provided the following support:

- Therapeutic support for 261 children and their families;
- Parent Support 'Drop-In' (3hr sessions) in 1 school for the year;
- Care to Share Therapeutic Support & Clinical Supervision in 8 schools for school staff and other professionals;
- Group work to over 300 children;
- A Regulation pilot comprising of a year- long drumming workshop, and Arts award accreditation;
- 3 Specialist Family Therapy Assessments.

Training

We have delivered the following training to support 167 professionals working with children with complex needs and/or responsibility for safeguarding and child protection.

- Using Art to Soothe & Relax – October 2019
- Introduction to Autism for Professionals – October 2019
- Neurodiversity – October 2019
- Introduction to Trauma – November 2019
- The Autism Friendly School – November 2019
- Trauma, Resilience & Regulation – November 2019
- Introduction to Attachment – December 2019
- Self-Care for the Year Ahead – January 2020
- Further Insights of Early Trauma – January 2020
- Autism, Adolescence & Puberty – January 2020
- Impact of Domestic Abuse on Children January 2020
- Using a Sand Tray to Support Emotional Wellbeing – February 2020
- Using Therapeutic Stories to Support Emotional Wellbeing – February 2020
- Supporting Children & Young People through Bereavement & Loss – February 2020

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TRUSTEES' REPORT FOR THE YEAR ENDED 31st AUGUST 2020 (continued)

- The Traumatized Child and Sensory Development – March 2020
- Autism in the Early Years – March 2020

The Partnership also developed an Inset training offer for Schools and children's workforce teams. We delivered 8 whole school Inset events covering topics such as Neurodiversity, Trauma Informed schools and Staff Wellbeing.

Trustees

The Bungalow Partnership continues to operate within the Charity Commission Constitution with 5 Trustees. Stuart Higgins and Terry Begley joined the existing Trustees, Leslie Sinclair, Louise Hill and Berni Rizzi-Allen.

Staffing

The Bungalow Partnership employ a full-time Business Manager and contract 25 Self-employed practitioners from the fields of Psychological Therapies, Education. Health & Social Care.

Students & Volunteers

During this period, we have supported the following students on placement:

- 1 Student Psychologist
- 4 Occupational Therapy Students
- 2 Student Social Workers
- 4 Trainee Play Therapists

We also provided 3 volunteer placements.

Donations and Sponsorship

- We had donations totalling £106.92 - £100 from Eric Powell and £6.92 from Amazon Smile.

Achievements

The Bungalow Partnership has been commended by Schools, Local Authorities, and parents for continuing to offer a revised service throughout the Covid 19 lockdown.

Moving forward

The Partnership continues to grow and develop in a climate where personal, social, emotional, and mental health for children and young people is receiving much publicity. A new graded *Service Level Agreement* has been created to offer a wider range of therapeutic services to encompass and support the needs of our partner schools and organisations and their children, young people, and families. We also have increased the volume of spot purchases from schools and are now on the Middlesbrough, Stockton on Tees and Adoption Tees Valley Frameworks which allows the Local Authority and Social Workers to refer cases into us.

The Partnership aims to expand on our inset training delivery and is considering exploring the delivery of on-line training to maintain the momentum of our recent success in training professionals during this time of social distancing.

We are also keen to promote private referrals and are engaged in a number of forums with Clinical Commissioning Groups and would welcome funded referral directly from GP's.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31st AUGUST 2020 (continued)

FINANCIAL REVIEW

The Statement of Financial Activities shows the result of the charity for the year. During the year there was an increase in general reserves to £311,698. The Trustees have agreed the revised Reserves Policy as below to secure the future financial stability of the charity. The Trustees are confident that the charity can continue as a going concern.

Financial Reserves Policy

The Bungalow Partnership's main source of income is currently dependent on schools and other organisations buying into the service we provide to sustain its activities. Therefore, if there were to be a gap in our main source of income it is likely that The Bungalow Partnership would experience financial difficulties and may have to close.

In order to protect the charity, provide stability and avoid closure due to funding difficulties, through either the income not reaching expected levels or a downward pressure on cash flow, the Board of Trustees has agreed to keep a certain level of financial reserves to ensure that it can meet its charitable objectives for the foreseeable future.

The main concerns of the Board of Trustees are to ensure:

- that staff can continue working, primarily to secure new funding;
- that members/service users are supported until alternative services are in place;
- that prepaid contracts and financial commitments are met.

It is anticipated that The Bungalow Partnership's funding structure will provide our main source of income and will secure the day-to-day activities of The Bungalow Partnership. However, if difficulties were to arise then it has been calculated that reserves of approximately £64,000 would be required to continue operating for at least 4 months to either manage the temporary downturn or wind-down and close the charity.

The level of reserves should be calculated and monitored every 4 months by the Director and Board of Trustees. If reserves exceed running costs for one term (4 months), the money will be used to fund a project to benefit children/parents to be decided by the Trustees in response to current need.

This policy will be reviewed annually as part of the Finance Meeting and whenever there are significant changes in operational costs.

THE BUNGALOW PARTNERSHIP

TRUSTEES' REPORT FOR THE YEAR ENDED 31st AUGUST 2020 (continued)

PLANS FOR FUTURE PERIODS

The Partnership continues to grow and develop in a climate where personal, social, emotional and mental health for children and young people is receiving much publicity. A new graded Service Level Agreement has been created to offer a wider range of therapeutic services to encompass and support the needs of our partner schools and organisations and their children, young people and families. We have also increased the volume of Spot purchases from schools and are now on the Middlesbrough Framework which allows the Local Authority to refer cases into us.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is a Charitable Incorporated Organisation governed under its Constitution, registered with the Charity Commission on 16th February 2015.

Recruitment, appointment, and training of Trustees

The trustees are recruited from a pool of individuals who support the organisation. Potential trustees are briefed by the board and given copies of relevant policies and procedures.

Organisational Structure

The trustees are responsible for the strategic objectives of the charity. The day to day running of the charity is delegated to a manager who is self-employed.

Related Parties

There are no related parties other than Trustees and their immediate family.

Risk management

The trustees constantly review the risks to which the charity is exposed and to this end they put in place systems and strategies to minimise those risks.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31st AUGUST 2020

Statement of trustees' responsibilities

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

Charity law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102)
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees.

Lesley Sinclair



Trustee

Date

THE BUNGALOW PARTNERSHIP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BUNGALOW PARTNERSHIP

I report on the accounts of the charity for the year ended 31st August 2020 which are set out on pages 8 to 15.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr J Gresham
Azets

Date

New Garth House
Upper Garth Gardens
Guisborough
TS14 6HA

THE BUNGALOW PARTNERSHIP

STATEMENT OF FINANCIAL ACTIVITIES
Including INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31st AUGUST 2020

	Note	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £	2019 Total Funds £
<u>Income from:</u>					
Donations and legacies	3	5012	-	5012	865
Charitable activities	4	305076	-	305076	207432
Total income		<u>310088</u>	<u>-</u>	<u>310088</u>	<u>208297</u>
<u>Expenditure on:</u>					
Charitable activities	5	<u>220500</u>	<u>-</u>	<u>220500</u>	<u>166452</u>
Net income / (expenditure) for the year / Net movement of funds		89588	-	89588	41845
Fund balances at 1 September 2019		<u>112110</u>	<u>-</u>	<u>112110</u>	<u>70265</u>
Fund balances at 31 August 2020		<u><u>201698</u></u>	<u><u>-</u></u>	<u><u>201698</u></u>	<u><u>112110</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

THE BUNGALOW PARTNERSHIP

BALANCE SHEET

AS AT 31st AUGUST 2020

	Note	2020		2019	
		£	£	£	£
Current assets					
Debtors and prepayments	8	62243		63982	
Cash at Bank and in Hand		264908		183408	
		<u>327151</u>		<u>247390</u>	
Creditors: amounts falling due within one year	9	<u>(125453)</u>		<u>(135280)</u>	
			201698		112110
Net assets			<u>201698</u>		<u>112110</u>
Income funds	10				
Unrestricted Funds			311698		112110
- General Funds			<u>311698</u>		<u>112110</u>

Approved by the trustees:

Lesley Sinclair
Trustee

LE Sinclair

Date

THE BUNGALOW PARTNERSHIP

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2020

1. ACCOUNTING POLICIES

a) Charity information

The Bungalow Partnership is a Charitable Incorporated Organisation registered with the Charity Commission on 16th February 2015.

b) Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their account in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The accounts have been prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts have been prepared under the historical cost convention. The principle accounting policies adopted are set out below.

c) Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

d) Charitable funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, with a fair allocation of management and support costs.

Designated funds are unrestricted funds earmarked by the trustees for a particular purpose.

THE BUNGALOW PARTNERSHIP

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2020

e) Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that the income will be received. Income received in advance for the next period is deferred.

Income is measured at the fair value of the consideration received or receivable and represents amounts receivable for services provided in the normal course of the charity's activities.

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the period in which they are receivable.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated services are recognised as income based on the value of the gift to the charity, which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised as expenditure in the period of receipt.

f) Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered and are allocated to the particular activity to which they relate.

g) Tangible fixed assets

The charity has some tangible fixed assets consisting of office furniture and computers which were transferred from the old organisation. The value of these assets is negligible and so they have not been valued and included in the accounts. Any future additions will be included as fixed assets at cost.

h) Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

THE BUNGALOW PARTNERSHIP

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2020

i) **Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

j) **Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

THE BUNGALOW PARTNERSHIP

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2020

2. CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3. INCOME – DONATIONS & GRANTS	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Partner schools	-	-	-	816
Eric Powell Charity	200	-	100	-
Co Durham Community Foundation	4800	-	4800	-
Other donations	12	-	12	49
	<u>5012</u>	<u>-</u>	<u>5012</u>	<u>865</u>

4. INCOME - CHARITABLE ACTIVITIES	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Therapeutic services	280748	-	280748	195464
Student funding	3775	-	3775	9209
Training events	14887	-	14887	2760
Mind Funding	5666	-	5666	-
	<u>305076</u>	<u>-</u>	<u>305076</u>	<u>207433</u>

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2020

5. EXPENDITURE – CHARITABLE ACTIVITIES

	Charitable Activities £	Governance Costs £	Total 2020 £	Total 2019 £
Staff costs				
Self-employed staff:				
Management	41306	-	41306	30709
Therapeutic support staff	142962	-	142962	97994
Employed staff – Administration:				
Salaries	20125	-	20125	21638
Pension costs	418	-	418	278
	<u>204811</u>	<u>-</u>	<u>204811</u>	<u>150619</u>
Other costs				
Rent	3221	-	3221	3158
Utilities	1104	-	1104	986
Premises refurbishment	507	-	507	98
Travel expenses	-	-	-	205
Professional services	360	-	360	614
Insurance	940	-	940	898
Office supplies & equipment	1008	-	1008	1659
Advertising & promotional events	-	-	-	294
IT support & website	1173	-	1173	509
Therapy & training costs	884	-	884	208
Training delivery	5485	-	5485	5469
Staff training	207	-	207	1100
Independent Examiner's Fee	800	-	800	635
	<u>15689</u>	<u>-</u>	<u>15689</u>	<u>15833</u>
TOTAL EXPENDITURE	<u>220500</u>	<u>-</u>	<u>220500</u>	<u>166452</u>

6. TRUSTEES

None of the trustees (or any person connected with them) received any remuneration or benefits from the charity during the year.

THE BUNGALOW PARTNERSHIP

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2020

7. EMPLOYEES

Number of employees

The average monthly number of employees during the year was:

	2020 No	2019 No
Administration	1	1

Employment costs

	2020 £	2019 £
Wages and salaries	20125	21638
Pension costs	418	278
	<u>20543</u>	<u>21916</u>

There were no employees whose annual remuneration was £60000 or more.

8. DEBTORS

	2020 £	2019 £
Trade debtors	61194	63043
Prepayments and accrued income	1049	939
	<u>62243</u>	<u>63982</u>

9. CREDITORS AND ACCRUALS

	2020 £	2019 £
Other taxes and social security	478	379
Other creditors	6208	3608
Accruals	875	875
Deferred income	117892	130418
	<u>125453</u>	<u>135280</u>

10. FUNDS

There were no restricted funds during the year. All income and expenditure related to unrestricted funds.

11. RELATED PARTIES

There were no disclosable related party transactions during the year (2019 – none).