

THE BUNGALOW PARTNERSHIP

CHARITY NUMBER: 1160501

STATEMENT OF ACCOUNTS

YEAR ENDED 31st AUGUST 2021

THE BUNGALOW PARTNERSHIP

TRUSTEES' REPORT FOR THE YEAR ENDED 31st AUGUST 2021

The trustees' present their report and the unaudited financial statements for the year ended 31st August 2021.

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 Stuart Higgins Terry Begley
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.

THE BUNGALOW PARTNERSHIP

TRUSTEES' REPORT FOR THE YEAR ENDED 31st AUGUST 2021 (continued)

Achievements and performance

The Bungalow Partnership's operational funding is met by a mixture of commissioned Service Level Agreements with schools, spot purchase commissions from schools, Local Authorities and Adoption Tees Valley. In addition, our training provision provides revenue, as do voluntary donations and grant funding from a range of different grant providers.

Expertise that is offered ranges from a wide variety of therapeutic interventions (including dramatherapy, art therapy, play therapy, psychotherapy, psychotherapeutic counselling, EMDR, Counselling, Child Parent Relationship Therapy, Systemic Therapy, Family Therapy & Filial informed Therapy). In addition to our therapeutic offer, we also provide consultancy, parenting support and mentoring. Our Care to Share service provides supervision and emotional support to practitioners in education. We also provide clinical supervision to therapists from partner therapeutic services and schools.

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.

The charities operations were delivered this year against the backdrop of the Covid 19 pandemic and the social distancing restrictions that arose in response to this. The pandemic had a significant impact of the delivery of our work wherein we reverted to virtual/ online support of clients during the periods when we were unable to visit schools and homes. We managed this period by working closely with schools, social care and families and managed to adapt the delivery of over 95% support packages within 7 days of the restrictions being announced, ensuring that children, families, and schools were not left without a service and great lengths were taken to ensure that we managed as seamless a transition from face-to-face support to virtual support as possible. We embraced a range of virtual platforms to stay in contact with our families and moved all family assessments, reviews, and team meetings to virtual/ telephone delivery.

The pandemic had widespread impacts on the emotional wellbeing, isolation, and mental health of the families that we support, with secondary difficulties such as financial hardship, unemployment, health concerns and social and welfare impacts adding to the complexity and volume of referrals into our service. To manage this increased need we sought grant funding to ensure that we could respond to the increased need. Expanding the range of support, we provided and increasing the number of team members.

During 2020/21 we supported 59 schools across Middlesbrough, Stockton, and Redcar & Cleveland. We also worked with children referred by Middlesbrough Virtual School, Middlesbrough Social Care, Stockton Social Care, Redcar & Cleveland Special Guardianship Team, Adoption Tees Valley, one GP practice and 42 children and adults referred in privately.

Support

During 2020/21 The Partnership has provided the following support:

- Therapeutic support for 587 children and their families
- Parent Support 'Drop-In' (3hr sessions) in 2 schools for the year
- Care to Share Therapeutic Support & Clinical Supervision in 9 schools/ services
- Specialist Family Therapy Assessments and Court Appointed interventions for 3 families
- Group Interventions for 4 schools
- Specialist group supervision for 2 schools

THE BUNGALOW PARTNERSHIP

TRUSTEES' REPORT FOR THE YEAR ENDED 31st AUGUST 2021 (continued)

Training

The Partnership was unable to deliver our usual training offer, which has previously run through the entire school year, providing workshops, twilights, and full day training events on a range of topics. However, we did provide Inset training to Schools on demand. We delivered 6 Inset events covering topics such as, Trauma, Staff Wellbeing and responding to the need and not the behaviour.

Trustees

The Bungalow Partnership continues to operate within the Charity Commission Constitution with 5 Trustees. Stuart Higgins, Terry Begley, 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 and volunteers

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

- 4 Trainee Play Therapists
- 2 Trainee Art Therapists
- 4 Trainee Counsellors

Donations and Sponsorship

- We had donations totalling £2,116.46.

Achievements

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

The Bungalow Partnership were successful in gaining grant funding from MIND, County Durham Community Fund and Middlesbrough Covid Sustainability Fund.

The Bungalow Partnership held its biggest Christmas Appeal to date, ensuring 32 families received Christmas hampers and toys.

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. The graded *Service Level Agreement* has been successful in expanding the services offered to and commissioned by schools. We have continued to have an increase in spot purchases from schools and Local Authorities.

As we approach the new academic year, we are developing a revised and refreshed training offer and will be developing coordinator roles in the areas of training, promotion, groups, and clinical support. These coordinator roles will ensure that the charity continues to develop its offer in line with current need and that as the demand into the service increases, that all areas of the service have the necessary focus and coordination to ensure quality and consistency is maintained.

TRUSTEES' REPORT FOR THE YEAR ENDED 31st AUGUST 2021 (continued)

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 referrals directly from GP's

Financial Review

The Statement of Financial Activities shows the result of the charity for the year. During the year there was a decrease in general reserves to £203,966. 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.

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.

TRUSTEES' REPORT FOR THE YEAR ENDED 31st AUGUST 2021 (continued)

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.

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.

Bernadette Rizzi-Allen

Trustee

Date



APRIL 27th 2022

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 2021 which are set out on pages 7 to 14.

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 2021

	Note	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
<u>Income from:</u>					
Donations and legacies	3	20,601	-	20,601	5,012
Charitable activities	4	271,568	-	271,568	305,076
		<hr/>	<hr/>	<hr/>	<hr/>
Total income		292,169	-	292,169	310,088
		<hr/>	<hr/>	<hr/>	<hr/>
<u>Expenditure on:</u>					
Charitable activities	5	289,901	-	289,901	220,500
		<hr/>	<hr/>	<hr/>	<hr/>
Net income / (expenditure) for the year /					
Net movement of funds		2,268	-	2,268	89,588
Fund balances at 1 September 2020		201,698	-	201,698	112,110
		<hr/>	<hr/>	<hr/>	<hr/>
Fund balances at 31 August 2021		203,966	-	203,966	201,698
		<hr/>	<hr/>	<hr/>	<hr/>

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 2021

	Note	2021 £	2020 £
Current assets			
Debtors and prepayments	8	12,622	62,243
Cash at Bank and in Hand		205,353	264,908
		<u>217,975</u>	<u>327,151</u>
Creditors: amounts falling due within one year	9	<u>(14,009)</u>	<u>(125,453)</u>
		203,966	201,698
Net assets		<u>203,966</u>	<u>201,698</u>
Income funds	10		
Unrestricted Funds			
- General Funds		203,966	201,698
		<u>203,966</u>	<u>201,698</u>

Approved by the trustees:

Bernadette Rizzi-Allen
Trustee

Date

BR Allen
27th April 2022

THE BUNGALOW PARTNERSHIP

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2021

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 2021

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.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2021

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 2021

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 2021 £	Total 2020 £
Eric Powell Charity	-	-	-	200
Co Durham Community Foundation	-	-	-	4,800
Other donations	2,116	-	2,116	12
Community Grant Fund	18,485	-	18,485	-
	<u>20,601</u>	<u>-</u>	<u>20,601</u>	<u>5,012</u>

4. INCOME - CHARITABLE ACTIVITIES	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Therapeutic services	269,887	-	269,887	280,748
Student funding	-	-	-	3,775
Training events	1,052	-	1,052	14,887
Mind funding	629	-	629	5,666
	<u>271,568</u>	<u>-</u>	<u>271,568</u>	<u>305,076</u>

THE BUNGALOW PARTNERSHIP

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2021

5. EXPENDITURE – CHARITABLE ACTIVITIES

	Charitable Activities £	Governance Costs £	Total 2021 £	Total 2020 £
Staff costs				
<u>Self-employed staff:</u>				
Management	50,943	-	50,943	41,306
Therapeutic support staff	201,607	-	201,607	142,962
<u>Employed staff – Administration:</u>				
Salaries	23,605	-	23,605	20,125
Pension costs	521	-	521	418
	<hr/> 276,676	<hr/> -	<hr/> 276,676	<hr/> 204,811
Other costs				
Rent	3,254	-	3,254	3,221
Utilities	559	-	559	1,104
Premises refurbishment	1,042	-	1,042	507
Professional services	550	-	550	360
Insurance	1,041	-	1,041	940
Office supplies & equipment	1,732	-	1,732	1,008
Sundry expenses	248	-	248	-
IT support & website	939	-	939	1,173
Therapy & training costs	1,243	-	1,243	884
Training delivery	880	-	880	5,485
Staff training	902	-	902	207
Independent Examiner's Fee	835	-	835	800
	<hr/> 13,225	<hr/>	<hr/> 13,225	<hr/> 15,689
TOTAL EXPENDITURE	<hr/> <hr/> 289,901	<hr/> <hr/>	<hr/> <hr/> 289,901	<hr/> <hr/> 220,500

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 2021

7. EMPLOYEES

Number of employees

The average monthly number of employees during the year was:

	2021 No	2020 No
Administration	1	1

Employment costs

	2021 £	2020 £
Wages and salaries	23,605	20,125
Pension costs	521	418
	<u>24,126</u>	<u>20,543</u>

There were no employees whose annual remuneration was £60,000 or more.

8. DEBTORS

	2021 £	2020 £
Trade debtors	11,901	61,194
Prepayments and accrued income	721	1,049
	<u>12,622</u>	<u>62,243</u>

9. CREDITORS AND ACCRUALS

	2021 £	2020 £
Other taxes and social security	822	478
Other creditors	8,592	6,208
Accruals	900	875
Deferred income	3,695	117,892
	<u>14,009</u>	<u>125,453</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 (2020 – none).