



Bolton Adult Autism Support

Trustee's Annual Report and Financial Statements for the year ended

31st October 2023

Bolton Adult Autism Support
1st Floor, The Bolton Hub, Bold Street, Bolton, BL1 1LS
Registered Charity No: 1162560



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Trustees Annual Report for the year ended 31st October 2023

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Legal and Administrative Information

The Charity is a registered Charity number 1162560

The principal address and registered office is

The Bolton Hub
Bold Street
Bolton
BL1 1LS

Trustees who served during the period

Graham Heywood	to	17th January 2023
Charlotte Horrocks	to	18th September 2023
Barbara Brooks	to	26 th June 2023
Gerri Melling	to	26 th June 2023

Co-opted Members

Ralph Ellerton	from	22 nd April 2023
Rebecca Stokes	from	16 th May 2023
Anita Powley	from	26 th June 2023
Paul Ward	from	26 th June 2023
Michelle Grogan	from	26 th June 2023
Debbie Situ	from	26 th June 2023
Roselle Gorman	from	11 th December 2023

Officers

Chairman	Ralph Ellerton (Acting)
Vice Chairman	Rebecca Stokes (Acting)
Honorary Secretary	Paul Ward to 11 th December
Honorary Treasurer	Vacant

Operations team

Service Manager	Vicky Kenyon
Befriending Service Coordinator	Rachel Bartlett
Social Activities Coordinator	Leanne Joel
Website Manager	Neil Rickaby
Digital/ Marketing Officer	Paul Ward

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Structure, governance and management

The Charity is governed by its Constitution, adopted on 26th November 2014, as amended on 30th November 2016.

It is a registered charity, as defined by the Charities Act 2011.

Trustees are volunteers from the local community, chosen for their particular skills relative to the objects of the Charity.

The officers meet on a regular basis to progress the objects of the Charity

Objectives and activities

1. To promote and protect the physical and mental health of people with Autism Spectrum Conditions (ASCs), their families and carers in Bolton and the surrounding areas, through the provision of support, education and practical advice, including the relief of poverty and distress.
2. To advance the education of the general public in all areas relating to Autism Spectrum Conditions (ASCs).

Mr Graham Heywood

In January our founder and Chairman died. Graham Heywood set up this charity in 2013, and carried it forward with vision and purpose. He developed the principle of recruiting volunteers and training them to become befrienders to adults on the Autism Spectrum and their carers. This is a unique approach to the social problems of those who use our service, and its success was recognised in 2020 by the granting of the Queens Award for Voluntary Service to this organisation, and personal recognition of the British Empire Medal to both Graham and his wife Eira. We look forward to continuing the work that they started.

Our Mission Statement is as follows

Bolton Adult Autism Support's work will continue until every community understands, supports and embraces neuro-divergence and maintains comprehensive and fully-resourced provisions for those with Autism Spectrum Conditions and their families and carers from the first question to recognition and beyond.

Objectives and Highlights

The new board of Trustees is now building on the framework created by Graham, and are moving the charity forward. We have expanded into providing support to welfare benefit claimants who require assistance with the associated bureaucracy, and recently recruited two more staff members to grow our services into the wider community.

Longer terms objectives

We have plans to increase our services as new volunteers are inducted, and to offer social events in at least three new locations.

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Measuring success

Following the interruption of the Covid pandemic, we have restarted our services and expanded into more premises for our social events. For this reporting year we have achieved the following:-

- Facilitated 5 student work placements from both Bolton and Manchester Metropolitan Universities, providing students with valuable work experience and working to improve awareness of autism with the general public
- Held 19 group social events, with 200 attendances across these events
- Recruited 12 volunteers for our befriending service, and matched them with service beneficiaries to create 12 befriending relationships
- Assisted 7 claimants with 8 disability welfare benefits issues, 4 of whom have so far received their outcome, achieving a combined annual total of £41,167

The Service Manager has given presentations to students at Manchester Metropolitan University, and we have delivered various information days in collaboration with partner organisations, such as Bolton Cares.

Fundraising performance

We are totally dependent on the support of grants received from charities who recognise the unique work that we are doing with adults who are no longer supported by state resources.

We continue to have the strong support of the National Lottery Fund, with a 5-year grant which has been uplifted to recognise both inflation and the charity's expansion of local services.

The Cheadle Royal Hospital Foundation has awarded us three-year funding to develop assistance for benefit claimants.

The Charity Service has awarded us a 3-year grant enabling us to recruit an additional staff member to expand our social activities in the Bolton area.

The Manchester Guardian Society now supports our befriending service and social activities, and East Lancs Masonic Charity has provided funds for office equipment.

Volunteering

Our volunteers are the core to our purpose. They give their time freely to support the adults and their carers who require assistance in their day to day lives, and all volunteers are required to have a clear enhanced DBS along with training in Befriending, Adult Safeguarding and Autism, which is delivered in house. During the year, a further 12 volunteers were recruited, we now have 7 active befrienders supporting 7 users of our unique social support.

Statement of Public Benefit

In planning our activities for the period, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The main activities are to provide social support to adults who are outside the scope of state welfare, and to assist in the process of registration for appropriate benefits.

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Main Achievements

The recruitment of a new Board of Trustees has brought a new vigour to our purpose. New sources of funding have enabled the charity to recruit two more part time staff to expand our services. Connections have been established with similar organisations. Plans and funding are in place to offer support to state benefit claimants who have difficulty in accessing appropriate services. We are looking to provide social events in a further three local locations.

Reserves Policy

The Charity aims to build up unrestricted and cash reserves to enable it to expand its activities both in Bolton and the surrounding area. We aim to hold free cash reserves equivalent to six months operational expenses, currently £30,000

Structure, governance and management

Organisational structure

Bolton Adult Autism Support is a registered charity. We are governed by our Constitution. The governing documents instruct the trustees to act in a way to promote the objects of the charity. The Service Manager is the Designated Safeguarding Lead and the Safeguarding Policy is attached with this report.

Decision making

The board of trustees delegate the day-to-day operational running of BAAS to the Service Manager and relevant staff.

Trustee recruitment

Trustee vacancies are advertised publicly and applicants are invited to contact the chair of trustees for an informal conversation before applying. Once an application is submitted, following a meeting with the chairman and approval from the board they will be invited to attend a meeting. Their formal appointment as either a trustee or co-opted member will be voted on at the next trustee meeting.

Those appointed as a trustee during the year will have to stand down at the AGM and be formally appointed by members.

Trustee induction and training

Once appointed, trustees will be issued with a welcome pack including their responsibilities as a trustee and a role description. They will get a tour of the organisation; an overview of services delivered and meet the staff team. They will be allocated a 'buddy' trustee who will oversee their induction. The Chairman will make arrangements to support any identified training needs and will be available to discuss the role as required.

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Remuneration

The board of trustees along with the Service Manager, are responsible for directing, controlling, running and operating the charity on a daily basis. All trustees give their time freely, any expenses related to the duties carried out by trustees and related party transactions are listed in the notes to the accounts. In this reporting period, no trustee received remuneration, there were no trustee expenses or related party transactions. Staff pay is set and reviewed by trustees, taking advice from external sources.

Financial Results

Income in the year was £48,605 (2022 £19,449), the increase due to successful fund raising in anticipation of the increase in staff, moving office and expansion of our services. Expenses at £20,380 (2022 £17,634) recognise the additional work undertaken by the Service Manager. Resulting surplus of £28,225 (2022 £1,815) is divided between Restricted funds £26,057 and Unrestricted funds £2,168. At the year end the Unrestricted Fund balance is £20,049, the Restricted Fund £35,480

Future Activities

We are seeking to amend the Constitution to include reference to supporting the users of our services to include assistance with applying for benefits. This is a major problem for adults who have difficulty in accessing formal procedures, and we will be establishing links to help other organisations who identify with this problem.

We plan to increase the number of locations where we hold social events. Early next year we hope to move to larger office accommodation and to raise our profile for both users and the general public.



Signed

Date 16th January 2024

Ralph John Ellerton

Chairman

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Independent Examiner's Report

To the Trustees of Bolton Adult Autism Support

I have examined the accounts of Bolton Adult Autism Support for the year ended 31st October 2023 which comprise the Receipts and Payments Statement, Balance Sheet, and related notes. These accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Statement of Recognised Practice and for being satisfied that the accounts give a true and fair view. My responsibility is to examine the accounts in accordance with the Directions given by the Charity Commission for England and Wales and to report my/our findings to you.

Basis of Opinion

My examination was conducted in accordance with the Directions of the Charity Commission for England and Wales and in compliance with the Code of Practice on the Examination of Charities' Accounts. 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently, I do not express an audit opinion on the accounts.

Opinion

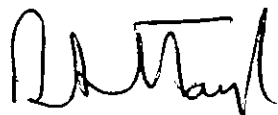
In my opinion, the accounts have been prepared in accordance with the directions of the Charity Commission for England and Wales and give a true and fair view of the financial affairs of the charity at 31st October 2023 and its incoming resources and application of resources for the year then ended.

Matters on which I am required to report by exception:

I note that it has not been possible to establish the allocation of the opening balance between Unrestricted and Restricted funds. A reasonable estimate has been made, and my report is not qualified by this omission.

I have nothing to report in respect of the matters specified by the Directions of the Charity Commission for England and Wales in respect of reporting by exception.

Signed



Date

16.1.24

David Taylor
Senior Statutory Auditor

Harts Limited, Westminster House, 10 Westminster Road, Macclesfield, Cheshire, SK12 1BX

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Statement of Financial Activities for the year ended 31st October 2023

Receipts & Payments Account		2023			2022		
	Notes	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		£	£	£	£	£	£
Income							
Charitable Grants	3	2,130	44,883	47,013		17,528	17,528
Donations & Fundraising	4	1,572	-	1,592	1,921	-	1,921
Total Income		3,722	44,883	48,605	1,921	17,528	19,449
Expenditure							
Charitable Activities	5	-	13,808	13,808			15,033
Administrative Expenses	6	1,307	5,018	6,415			2,601
Governance Costs		157	-	157			
Total Expenditure		1,554	18,826	20,380			17,634
Surplus of Income Over Expenditure		2,168	26,057	28,225	985	830	1,815
Balances brought forward		17,881	9,423	27,304	16,896	8,593	25,489
Balances carried forward		20,049	35,480	55,529	17,881	9,423	27,304

The Statement of Financial Activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The notes on pages 9 to 13 form an integral part of these accounts.

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Balance Sheet at 31st October 2023

		2023		2022
		£		£
Funds at Lloyds Bank		55,529		27,304
Represented By				
Unrestricted Funds - general		20,049		17,881
Restricted Funds		35,480		9,423
		55,529		27,304

Rf Ellerton

Signed

Date 16th January 2024

Ralph John Ellerton

Chairman

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Trustees Annual Report for the year ended 31st October 2023

Notes to the financial statements
for the year ended 31 October 2023

1. Principal accounting policies

The principal accounting policies are summarised below:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to smaller charities preparing their accounts on a Receipts and Payments basis.

Bolton Adult Autism Support meets the definition of a public benefit entity under FRS 102.

General Information

Bolton Adult Autism Support is a registered charity and is non-profit making. It is incorporated in the United Kingdom.

Principal Activity

To promote and protect the physical and mental health of people with Autism Spectrum Conditions (ASCs), their families and carers in Bolton and the surrounding areas, through the provision of support, education and practical advice, including the relief of poverty and distress.

To advance the education of the general public in all areas relating to Autism Spectrum Conditions (ASCs).

b) Fund accounting

- a. Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- b. Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.
- c. Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

c) Preparation of the accounts on a going concern basis

The financial statements have been prepared under the going concern basis. The trustees have carried out a review of the charity's cash flow and resources and are confident that the charity is able to meet its liabilities as they fall due for a period of at least one year from the date of approval of the financial statements.

d) Income

Income is recognised when it is received.

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Notes to the financial statements continued

e) Expenditure

All expenditure has been reflected in the Statement of Financial Activities when payment is settled.

Expenditure is classified under the following activity headings:

- Costs of raising funds comprise fundraising expenses.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes those costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Administrative expense records the costs of supporting the delivery of services

f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal and professional fees together and are included within charitable expenditure.

g) Fixed assets

Fixed assets that are funded by grants are expensed when the assets are acquired in the year of acquisition.

h) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

i) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

j) Taxation

The company is a registered charity whose charitable activities are fully exempt from United Kingdom Corporation Tax and Capital Gains Tax.

k) Operating leases

Rentals payable under operating leases are expensed as expenditure is incurred

l) Pensions

The charity operates a defined contribution pension scheme. The pension costs charged in the financial statements represent the contributions payable by the company during the year ended 31st October 2023

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Notes to the financial statements continued

m) Donated goods and services

- Financial donations are accepted in line with our gift and donation acceptance policies, and recorded when received.
- Gifts in kind, including retail premises, are not included in the financial statements, but where appropriate are mentioned in the Annual Report.

2. Critical accounting judgements and key sources of estimation uncertainty

In applying the charity's accounting policies, the trustees are required to make judgements, on the treatment of expenditure. The trustees' judgements, estimates and assumptions are based on the best and most reliable evidence available at the time when the decisions are made, and are based on historical experience and other factors that are considered to be applicable. Due to the inherent subjectivity involved in making such judgements, estimates and assumptions, the actual results and outcomes may differ.

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, if the revision affects only that period, or in the period of the revision and future periods, if the revision affects both current and future periods.

Critical accounting judgements

The critical accounting judgements that the trustees have made in the process of applying the charity's accounting policies that have the most significant effect on the amounts recognised in the statutory financial statements are discussed below.

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Notes to the financial statements continued

3. Charitable Grants Received

	2023	2022
Restricted Income		
	£	£
National Lottery	33,831	17,528
Cheadle Royal Hospital	6,365	-
Charity Services	3,000	-
East Lancs Masonic Charity	1,687	-
Total Restricted	44,883	17,528
Unrestricted Income		
Manchester Guardian Society	2,000	-
Bolton Community Voluntary Services	130	-
Total Unrestricted	2,130	-

4. Donations, Fundraising and gifts received

Unrestricted Income	2023	2022
	£	£
Manchester Metropolitan University	750	750
Fund raising and donations received	842	1,171
Total	1,592	1,921

5. Analysis of expenditure on charitable activities

	Unrestricted	Restricted	Total 2023	Total 2022
	£	£	£	£
Staff costs	-	13,971	13,971	13,648
Event costs	-	-	-	936
Volunteer expenses	-	1,054	1,054	1,814
Total	-	15,025	15,025	15,033

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Notes to the financial statements continued

6. Administrative Costs

	Unrestricted	Restricted	Total	Total
			2023	2022
	£	£	£	£
Building running costs	-	3,007	3,007	300
Staff costs	1,397	-	1,397	1,365
Office costs	-	767	767	-
Insurance & payroll costs	-	697	697	265
Website	-	547	547	671
Total	1,397	5,018	6,415	2,601

7. Employment Costs

	2023	2022
	£	£
Staff Salaries	13,971	13,225

8.. Analysis of Charitable funds

	At 1st November 2022 Brought forward	Income £	Expenditure £	Transfers £	At 31st October 2023 £
Restricted funds					
National Lottery	9,423	33,831	(18,326)		24,928
CRH Grant	-	6,365	-		6,365
Charity Services Grant	-	3,000	(500)		2,500
East Lanes Masonic Charity	-	1,687	-		1,687
Restricted Funds	<u>9,423</u>	<u>44,883</u>	<u>(18,826)</u>		<u>35,480</u>
Unrestricted funds					
General	<u>17,881</u>	<u>3,722</u>	<u>(1,554)</u>		<u>20,049</u>
Total	<u>27,304</u>	<u>48,605</u>	<u>(20,380)</u>		<u>55,529</u>