



# **Trustees' Annual Report and Financial Statements for the Year Ended 31st October 2024**



**Registered Charity No: 1162560**



## Legal and Administrative Information

**Bolton Adult Autism Support is a registered charity No: 1162560**

**The principal office and registered address is  
1st Floor, Nelson House, Nelson Square, Bolton, BL1 1JT**

<b>GOVERNING DOCUMENT</b>	<b>Constitution</b>
<b>TRUSTEE BOARD</b>	
<b>Honorary Chair</b>	<b>Roselle Gorman</b>
<b>Honorary Vice-Chair</b>	<b>Anita Powley</b>
<b>Honorary Treasurer</b>	<b>Ralph Ellerton, FCA</b>
<b>Honorary Secretary</b>	<b>Sara Kehoe</b>
<b>Other Trustees</b>	<b>Michelle Grogan</b> <b>Paul Ward</b>
<b>Co-Opted Trustees</b>	<b>Paul Aldred</b> <b>Sophie Gastall</b> <b>Rachel Bartlett</b>
<b>Management</b>	<b>Vicky Kenyon, Service Manager</b>
<b>Independent Examiners</b>	<b>Harts Ltd; Westminster House, 10 Westminster Road, Macclesfield, SK12 1BX</b>
<b>Bankers</b>	<b>Lloyds Bank Plc; 25 Gresham Street, London, EC2V 7HN</b>

# WHO WE ARE

**Bolton Adult Autism Support (BAAS)** is an award winning grassroots charity based in Bolton supporting Autistic Adults and their Carers

## Our Vision

A society that accepts, involves and understands autistic people. Where all autistic adults and their carers feel they belong.



Our Values go **ACROSS** the Autistic Spectrum:-

- Acceptance
- Connection
- Respect
- Openness
- Sensitivity
- Support

# HIGHLIGHTS

## ● A Year of Expansion

This year has been one of huge progress for BAAS. The uplift in funding received from the National Lottery Reaching Communities Fund in August 2023 was the beginning of our expansion, giving us confidence as a very small charity with one part-time employee to branch out, apply for further funding, employ more staff, procure larger office space and increase our existing service delivery projects.

**From 1st June to 31st October we have welcomed and supported 273 visitors to our new office premises!!**

## ● Staff

- As a small charity, all BAAS staff are employed on part-time contracts, however, we have been thrilled to extend our staff team over the last reporting year!
- Our Service Manager increased her working hours to four days per week. Although not all BAAS projects are directly funded by National Lottery Reaching Communities Fund, our Service Manager oversees all service delivery and it is thanks to the uplift in funding that we have been able to not only increase her working hours for the benefit of BAAS as a whole, but also to employ a dedicated Volunteer Coordinator to manage Volunteer recruitment, as well as coordinate our extremely valued Befriending Service.
- Additionally we have employed an Outreach Coordinator to facilitate our weekly group Social and Life Skills Events.
- We have also employed a Welfare Benefits Adviser to assist with welfare benefits advocacy; a Training Facilitator to deliver our training programme to Volunteers and external organisations; and a Junior Administrator to support the Operational Team.

# HIGHLIGHTS

## ● Measuring Our Impact

- With the recruitment of new staff, since 1st November 2023 we have started logging all of our service beneficiary contacts, giving us a much more accurate picture of the charity's work
- In August 2024 we implemented Charity Log, in order to enhance our recording systems, streamline reporting, cut down on admin time and free our staff to focus more on direct service delivery.

## ● Increased Statistics

- There has been a **116%** increase in attendance at group events compared to the whole of 2022/23.
- There has been a **350%** increase from 6 cases to **27** in the number of welfare benefits issues we have supported, and we have achieved a **100% success rate** for all those we have supported to access disability benefits, from first application through to First Tier Tribunal Appeals!
- We have diversified the range of voluntary roles on offer at BAAS, to reflect the additional projects and staff available to support our wonderful volunteers, and have recorded our highest ever number of volunteer roles facilitated in one reporting year!
- Our Volunteer Recruitment has been larger than ever before with **26** volunteers joining the charity this year to assist us in our work.
- BAAS now supports **156 Autistic Adults and 62 Carers** through one, or more than one, of our Service Delivery Projects!

# ACHIEVEMENTS & PERFORMANCE

**6 Student Work Placements supported**

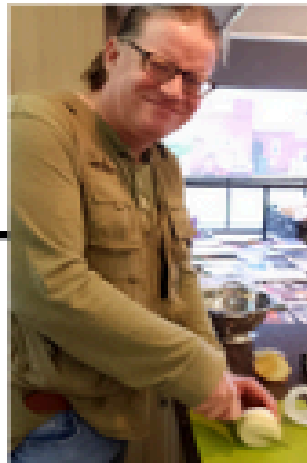
**431 attendances across 43 Social & Life Skills Sessions**

**34 Training Modules Delivered**

**28 Voluntary roles facilitated**

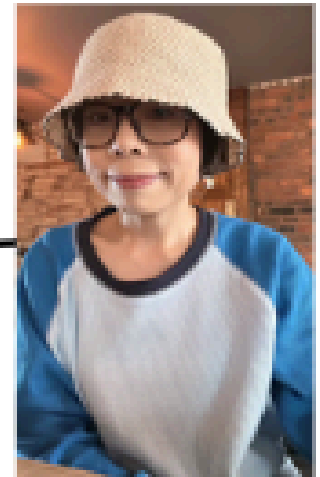
"I enjoy the cooking skills sessions as I'm learning new skills and get to try what I've made. It makes me feel proud of myself and also proud of my peers that they are also learning and giving new foods a try."

Joe, July 2024



"I've volunteered since March 2023 and find this a really rewarding experience. My befriender has become confident in social situations, 2 hours a week does more than expected."

Sheena, May 2024

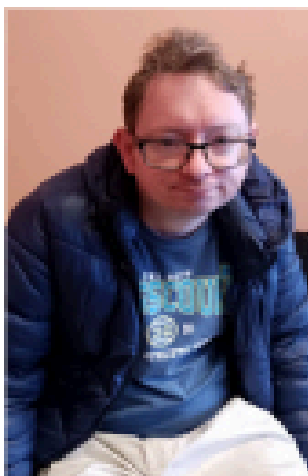


**14 Befriending relationships supported**

**37 attendances at 5 Carers Only Sessions**

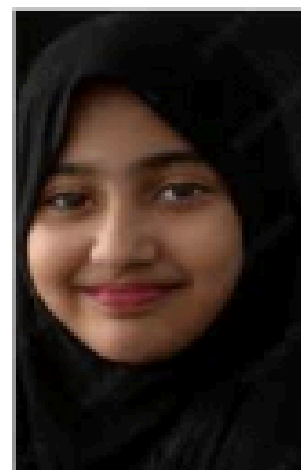
**£198,235 In Service Beneficiary welfare benefit entitlement**

**552 hours of Voluntary Work undertaken**



"I look forward to seeing my Befriender every week because we can share interests and activities and we are on the same wavelength."

Tommy, May 2024



"It made such a difference to have someone who not only helped me win my PIP appeal, but who also made me feel understood. I didn't really have that in my life before."

Amida, June 2024

# BEFRIENDING SERVICE

Our Autism Specific Adult Focused Befriending Service continues to be an extremely valuable resource in Bolton, meeting the needs of Autistic Adults who require a more bespoke level of support. Together with the direct beneficiaries of the Befriending Service, this Service also benefits Carers whose loved ones are thriving, as well as our fantastic Volunteers who achieve great job satisfaction from their voluntary work.

The popularity of the Befriending Service has, however, resulted in there being an extended waiting list for Service Beneficiaries seeking this support, as the demand has outstripped the rate of Volunteer recruitment.

In October 2023 we employed a Befriending Service Coordinator, to join the BAAS team. After completing their probationary period however, our Befriending Service Coordinator decided that the job wasn't the right one for them. Although we were really sorry to lose them, we're absolutely delighted that they have remained involved with BAAS, and are now serving on our Board as one of our wonderful Trustees!

Recruitment started again, and at exactly halfway through this reporting year, in April 2024 we employed a dedicated Volunteer Coordinator to support both Volunteers and Service Beneficiaries. Our Volunteer Coordinator has been a fantastic addition, and following their efforts we have recorded our most successful year of Volunteer Recruitment to date!

The change in personnel has meant, however, that the majority of our volunteer recruitment has come in the latter part of this reporting year, and has been something we have been focussed on building, especially for our Befriending Service. We have continued to be heartened by witnessing the positive impact the beneficial support of Volunteers has had on all our Service Beneficiaries, but especially those who take part in the Befriending Service and Social & Life Skills Activities program.

**Quarter 1**  
**2**  
**Befrienders**  
**Recruited**

**Quarter 2**  
**3**  
**Befrienders**  
**Recruited**

**Quarter 3**  
**3**  
**Befrienders**  
**Recruited**

**Quarter 4**  
**6**  
**Befrienders**  
**Recruited**

# BEFRIENDING SERVICE - IMPACT

BAAS have supported **14** Befriending Relationships within the last reporting year, with one of our wonderful Volunteers reaching **100 hours** of direct Befriending Voluntary work!

The Impact of the Befriending Service continues to be a really beneficial one for those engaged in Befriending Matches. After completion of Wellbeing Assessments we have found the following:-

**Service Beneficiary overall life satisfaction levels at the start of a Befriending Relationship were an average of 28%. After just 6 month's of engagement with a Volunteer Befriender, these life satisfaction levels had risen to 40%.**

In August we matched our Volunteer Darren with one of our Service Beneficiaries Mikey. Darren, Mikey and Mikey's mum, Dawn, have the following to say about the time they have been enjoying as part of a Befriending Relationship.

I like going out with my Befriender each week, and finding new places to go with them. I wouldn't otherwise do that if I was just on my own.

**Mikey**

What a great job Darren is doing with Mikey. They seem to be getting along and Mikey is really enjoying it, so thank you very much for organising.

**Dawn**

I enjoy being a Befriender because I didn't get support myself in the past, so I know how important it is. I enjoy seeing my Befriendee becoming more confident. We enjoy experiencing new things, like tabletop gaming, snooker & crazy golf.

**Darren**

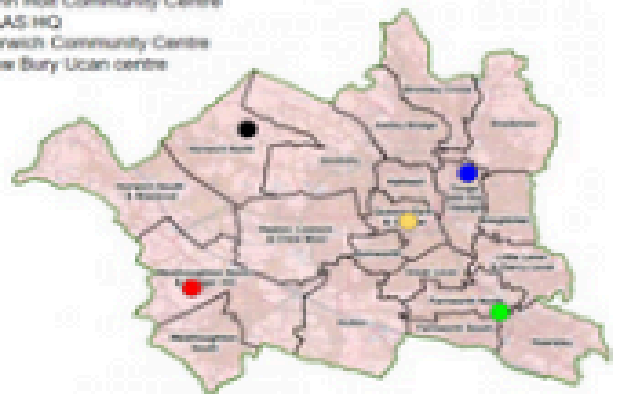


# COMMUNITY PRESENCE

- Our weekly group events situated in various locations throughout the borough have increased our foothold in Bolton, helping BAAS to become an even more widely recognised provider of autistic adult and carer support.
- With more staff we have been able to attend a wider number of community events, and therefore reach and help a greater number of Service Beneficiaries.
- Our new office in a prominent town centre location has cemented our presence in Bolton, making us even more recognisable for those we support.
- We have delivered our Autism Awareness Training to partner organisations, increasing their understanding of the best ways to support autistic adults.
- We continue to be a recognised work placement provider for students from local educational establishments, including Bolton College, Bolton University and Manchester Metropolitan University.

## Our Borough Locations

- Thicketford Centre
- John Holt Community Centre
- BAAS HQ
- Horwich Community Centre
- New Bury Urban centre



## Improved Wellbeing

In July 2024 we compared data from October 2023 with attendees of our weekly Social & Life Skills Sessions

100% of those surveyed experienced increased wellbeing

There was a 37% Increase in overall life satisfaction levels

Confidence levels of autistic adults rose by 36%

38% reported Improvement in relationships with others

People felt their social skills had improved by 38%

Those surveyed reported a 27% improvement in their life skills

With a 39% Increase in people feeling they spend time more productively

Scoring for both health & independence was around a 17% Increase

# NEW INTERESTS & HOBBIES

Thanks to funding from CRH Charitable Trust we have been able to give our Service Beneficiaries new experiences with a view to enriching their lives, we have introduced a wide selection of craft activities at our Social & Life Skills Events. We know that trying new things can sometimes be challenging for those on the autistic spectrum, but by facilitating these sessions in a relaxed group atmosphere, we have found our Service Beneficiaries to be very enthusiastic about the different activities on offer.

What we feel most proud of, however, is the involvement of Service Beneficiaries in both the design of the Arts & Crafts Program, and how they have shared their own interests by leading some of the sessions themselves, sharing their talents with the rest of the group!

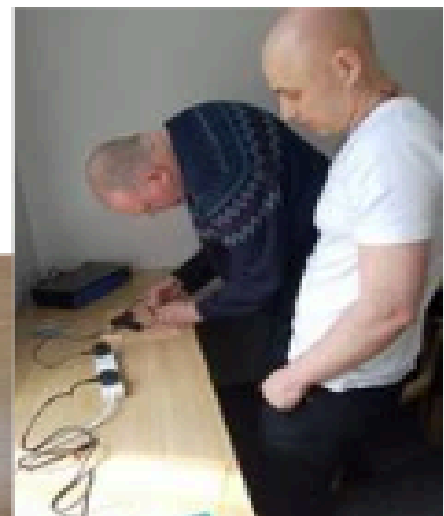
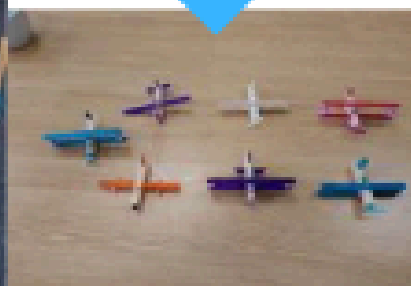
## Hobbies at BAAS



**NEEDLE FELTING**  
Facilitated by  
Jasmine



**PEG PLANES**  
Facilitated by  
Barry



# LIFE SKILLS

When it comes to preparing and cooking healthy meals independently, challenges with executive functioning, anxiety and a lack of confidence can have a significant impact on autistic adults.

Not only do we aim to increase the skills our Service Beneficiaries have in the kitchen for their overall health, but also for their financial wellbeing.

With this in mind, we aim to help them budget for cost effective meal preparation. We do this by facilitating regular Cooking Skills Sessions, helping autistic adults to gain confidence and learn in the kitchen. After each session we provide all attendees with a shopping list and basic recipe card to encourage them to recreate newly learned dishes at home.

Our Outreach Coordinator obtained a Level 2 Food Hygiene & Safety Certificate in January 2024, and has so far facilitated **14 Cooking Skills Sessions**.

## Cooking at BAAS



**Spaghetti & Meatballs**



**Summer Cous  
Cous Salad**



**Veggie Filled  
Omelette**



**Corned Beef  
Hash**

# A SERVICE BENEFICIARY'S VOICE

**"My first encounter with BAAS was when I attended a social activities and life skills group.**

**Everyone made me feel welcome without overwhelming me.**

**The cooking that day was pumpkin soup - as it was about the time of Halloween 🎃 I'd never made this before...it was fun...very much watching and learning my first time in the kitchen. We made enough for each of the group to have a bowl, sharing in this way was heartwarming in itself!!**

**Gradually, a bit at a time, I joined in the games. Triominos was one. As I felt included in the group, I began to join in the conversations.**

**During the cooking sessions, not only did I learn how to prepare and cook new recipes - but also I learnt about things I could buy that I never knew existed e.g chilli noodles.**



**I tend to need a lot of quiet time. The craft sessions held at BAAS gave me a new way of being quiet. Now I use some of my quiet time crafting. Service beneficiaries share skills in these groups e.g. I've taught how to crochet, and learnt new ways of crafting e.g. needle felting. It's a time when we can all learn, share and help each other."**

**Dina, August 2024**

# WELFARE BENEFITS ADVOCACY

## A Case Study

*Charlie lives alone and has a diagnosis of autism, a moderate learning disability and PTSD. Despite having previously being in receipt of Personal Independence Payments (PIP) Charlie had been awarded 0 points when it came time for her claim to be reassessed. Charlie's Mum, Laura, had submitted a Mandatory Reconsideration on Charlie's behalf, but again Charlie was assessed as not meeting the criteria to score any points which would entitle her to PIP. It was at this point that Charlie and Laura came to BAAS seeking help. Through BAAS Charlie was supported to submit a written Appeal to the First Tier Tribunal Service, and was also represented by BAAS at the Tribunal Hearing. Following our support, Charlie's PIP was not only reinstated, but she was awarded the enhanced rate for both the Daily Living and Mobility components, and the award given to Charlie was made for a period of 10 years - **the maximum award possible!***

With a background in welfare benefits delivery at Citizens Advice and funding from the National Lottery Awards for All, our Service Manager has recruited and trained a dedicated Welfare Benefits Adviser to provide support to Autistic Adults and their Carers, enabling them to achieve the ongoing disability welfare benefits they are entitled to.

Throughout this reporting year, **25 individuals** have been supported in either the application or appeal of **27 welfare benefits issues**.

**100%** of those supported who have already received their decision have achieved an award of a disability benefit, from first application through to First Tier Tribunal Appeals!

**£132,787** confirmed welfare benefit entitlement has already been awarded, with a further **£65,449** projected benefit entitlement expected - an overall financial benefit of **£198,235!**

# GENERAL ADVOCACY

As well as assisting people with welfare benefits advocacy, we also, where we can, help people with other issues they may need support with, such as applying for a disability bus pass or housing issues. In January we assisted Janet to have her autism diagnosis recognised as a medical issue, in order to increase her housing band, so she could apply for suitable housing. Janet said the following about the support she received:-

*"I am autistic and diagnosed with a type of blood cancer. I had been up against it with my health deteriorating and terrible anti social behaviour from neighbours in my private rented property, which I was also struggling to afford. I was so overwhelmed I was finding it hard to go on with little or no help. I experience executive dysfunction, and this was now the worst it has ever been as I froze against the obstacles I was facing.*

*I spent 2 years chasing the authorities for a resolution, but my council's housing department would not recognise my medical needs as an autistic person.*

*I tried to ask for help but had many doors shut to me because I wasn't in the right area, and sadly found that there is no support available in my Greater Manchester borough for this sort of problem.*

*Having appealed to BAAS, I received a reply with an offer of help, even though I was out of the catchment area. They wrote to the responsible people in the council and helped me where I wasn't able to act, they listened to me and were able to replicate my situation in an appeal with incredible accuracy. BAAS achieved the clarity I was unable to because of the state I was in. This caused the situation to start moving, but also, more importantly, it empowered me to act and be more assertive. I was placed in Band 2 and for the first time my medical needs were recognised for rehousing, when previously they had been ignored.*

*I cannot thank BAAS enough for their help and also for their empathy, understanding and kindness.*

*I read somewhere that "we are only as disabled as our environment makes us," and right now neurodivergents are having to jump through extra hoops to achieve this enablement and recognition of an invisible disability."*

# RETURNING TO OUR ROOTS

## Carers Only Sessions

With increased capacity to offer our services, we have been able to return to our Charity's roots with the reintroduction of monthly Carers Only Sessions, headed by our Chair, Roselle Gorman. These sessions have been really well attended and give our carers a space to share experiences and talk with others who understand the unique highs and lows of caring for an adult on the autistic spectrum.



## Day Trips

In December 2023 we visited Bents Garden Centre to enjoy the wonderful Christmas displays on offer.

In July 2024 we enjoyed a day trip to Lancaster, where we had a private guided tour of Lancaster Castle, a group lunch and time to enjoy the historic city centre.

Both day trips were well attended by autistic adults and carers alike, and everyone had a great time!



# VOLUNTEERING AT BAAS



## Student Work Placement Provider

"My placement experience at BAAS was one I will cherish. The team were so welcoming and their hard work and dedication was evident. BAAS do some amazing work within the community and truly have a positive Impact on the lives of others".

Naomi, Psychology Professional Practice Masters Student  
Manchester Metropolitan University, June 2024

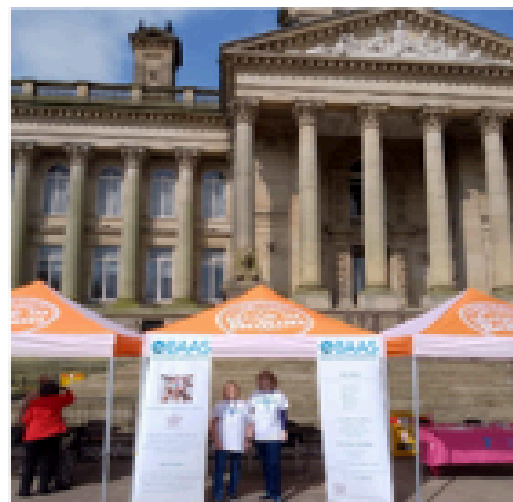
I have been a Befriender for almost a year with BAAS. I have really enjoyed getting to know my Befriendee over the past year, we have both gained a lot from the Befriending and I look forward to upcoming exciting befriending trips planned! I am super proud to be a part of the BAAS team and it has been such a positive experience.

Rosie, July 2024

## Volunteers Week 2024 Bolton CVS Fair

We teamed up with our friends at Bolton CVS to host a stall at their Volunteer's Fair marking the start of Volunteer's Week 2024. It was fantastic to have so many conversations with Bolton residents!

**We even managed to recruit 1 of our wonderful Befriending Volunteers!**





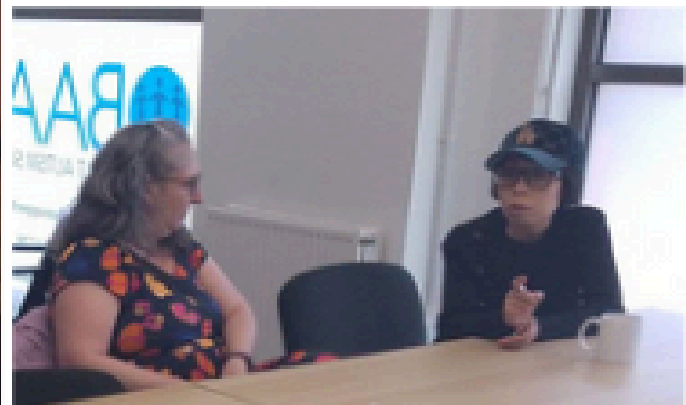
# VOLUNTEER HIGHLIGHTS

## Recruitment

- All our volunteer interviews are now carried out by our Volunteer Coordinator, and a Service Beneficiary who has been part of a befriending relationship. Having this extra dynamic has enriched the recruitment process, not only for the Charity, but also for the interviewees and helps them to prepare for their new role.
- A Service Beneficiary has for the first time progressed to the role of Volunteer Befriender, after they themselves have benefited from the Befriending Service.
- We have introduced the role of Social Activities Volunteer, giving our Volunteers more choice in how they contribute their time.
- Our Introduction to Autism training module, delivered to all our Volunteers, is now facilitated by an autistic staff member. This not only enriches the training experience for our volunteers, but also adheres to the Greater Manchester Autism Training Standards.
- During the last reporting year, we have recruited **14** Befriending Volunteers, **3** Social Activity Volunteers, **2** Fundraising Volunteers, **1** Admin Volunteer and **6** Student Work Placements.
- Along with Volunteers who have remained with us from the previous reporting year, there are currently **18** wonderful people actively engaged in voluntary roles at BAAS!

## Events

We made the most of our new premises by hosting our very first **Volunteer's Week Coffee and Cake Morning**. Giving our volunteers a chance to meet others, and share our appreciation for their efforts.



# TRAINING DELIVERY

At BAAS we don't only train our staff and volunteers in Autism Awareness, but also deliver our sessions to external organisations to improve their understanding of autism and to enhance the services they deliver to those on the autistic spectrum and their carers.

We are really pleased to receive positive feedback from some of the external organisations with whom we have collaborated.

The session went really well and was pitched at just the right level

Lisa, Chief Officer  
Citizens Advice Wigan  
Borough

I felt the training information delivered was 100% credible, as the trainer was autistic themselves

Sarah, Support  
Worker, Lifeways

I thought I knew a lot about autism but this course has taught me some new things

Jill, Team Leader  
Lifeways

**100% of those who took part in our Autism Awareness training would recommend our training program to another organisation.**

As well as Autism Awareness Training, we also continue to deliver modules in Befriending and Adult Safeguarding and Confidentiality to all our Volunteers, to better prepare them for their roles.

In this reporting year we have delivered **34** training sessions!

# FUNDING

We're so grateful to our funders whose support and generosity allows us to meet the needs of Bolton's autistic adults and their carers.

Our multi-year grant from the National Lottery Reaching Communities Fund, for which we also received an uplift last year, has allowed us to increase our personnel and continue to deliver our Befriending Service and reintroduce Carer's Only Support.

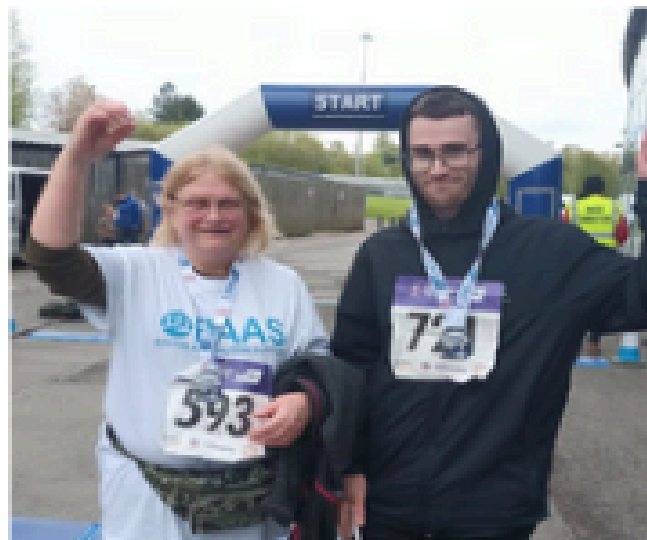
We have also received a grant from the National Lottery Awards for All Fund to deliver our Training Programme and Welfare Benefits Advocacy.

Funding received from CRH Charitable Trust at the end of the last financial year enabled us to run our really successful Social & Life Skills Events Program.

A multi-year grant from the Charity Service Grant has provided security and allowed us to have confidence in procuring larger office space. We have also received grants from both The Bolton Fund and The Sir James and Lady Scott Trust to help us meet the increased rent payments and utility bills.

Unrestricted Funding from The People's Postcode Lottery, Asda, Eric Wright Charitable Foundation, and Aviva match funding for our Crowdfunder has also helped us meet our other overheads, along with the support we've received from our local community in the form of charitable donations.

To all our funders and supporters we wish to extend a very warm and heartfelt **THANK YOU!!**



Service Beneficiaries raising funds on behalf of BAAS by undertaking Bolton's Community 10K!!

# FUTURE PLANS

We're really proud at BAAS to have an ethos of total inclusion, and this is something we're determined to continue with as we grow and prosper further.

**60% of our staff are Neurodiverse.**

**Having Co-opted additional Trustees throughout this year, 66% of our Board of Trustees are now also Neurodiverse.**

Having decision makers who are from the very demographics we seek to support is integral to our approach. As we move forward into our next chapter, we will continue to harness this strength within the organisation, listening to autistic adults and carers, to ensure we reach and support even more adults whose lives have been touched by autism.

## **Our Plans**

Over the next 12 months we plan to do the following:-

Continue to build on our existing voluntary workforce to facilitate even more befriending relationships, so that individualised support can be offered in greater numbers.

Continue to build on the group support sessions on offer at BAAS, for both Autistic Adults and Carers.

Continue to increase our welfare benefits advocacy, helping autistic adults and their carers to achieve the correct benefit entitlement. We will also deliver welfare benefits training to those who have capacity to manage their own benefit claims when equipped with the knowledge to do so.

Deliver our Autism Awareness training package to greater numbers of external organisations.

We are awaiting the outcome from our application to be awarded Bolton's Volunteer Charter, and once this has been finalised we will prioritise working towards achieving The Bolton Mark with Bolton CVS.

## Bolton Adult Autism Support Trustees' Annual Report for the Year Ended 31st October 2024

### **Structure, Governance and management**

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

It is a registered charity, as defined by the Charities Act 2005.

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).

### **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 improve the social connectedness and wellbeing of autistic adults and their carers through group events, life skills sessions and a befriending service, as well as to assist in the application and appeals of disability welfare benefits.

### **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.

### **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 £71,885 (2023 £48,605), the increase due to successful fund raising in anticipation of the increase in staff, moving office and expansion of our services.

Expenditure on Charitable Activities increased from £13,808 to £33,701 due to the expansion in service and events provided to our beneficiaries.

Administrative Expenses at £37,104 (2023 £5,018) recognise the costs associated with the move to larger premises.

Resulting deficit of (£1,195) (2023 surplus £28,225) is divided between Restricted funds deficit (£3,450) (2023 surplus £26,057) and Unrestricted funds surplus £2,255(2023 £2,168). At the year-end the Unrestricted Fund balance is £22,304 (2023 £20,049), the Restricted Fund £32,030(2023 £35,480).

Bolton Adult Autism Support  
Trustees' Annual Report for the Year Ended 31st October 2024

**Trustees' responsibilities in relation to the Financial Statements**

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

The law applicable to Charities in England and Wales requires 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 incoming resources and application of resources of the Charity for that period. In preparing the financial statements the trustees are required to;

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the applicable Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed subject to any material departures disclosed in the financial statements and
- 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 which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2016 the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust Deed. The Trustees are also responsible for safeguarding the assets of the Charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Approval**

The report was approved by the Trustees on 13 January 2025 and is signed on their behalf by

Signed



Chair  
Roselle Gorman

Date

23.01.2025

**Bolton Adult Autism Support**  
**Trustees' Annual Report for the Year Ended 31st October 2024**

**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 2024 which comprise the Statement of Financial Activities, 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 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.

**Matters on which I am required to report by exception:**

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.



**David Taylor**  
**Senior Statutory Auditor**

23.01.2025

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



Bolton Adult Autism Support  
Trustees' Annual Report for the Year Ended 31st October 2024

**Bolton Adult Autism Support**  
Statement of Financial Activities for the Year Ended 31st October 2024

Receipts & Payment Account				2024			2023
	Notes	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		£	£	£	£	£	£
<b>Income</b>							
Charitable Grants	3	5,126	63,507	68,633	2,130	44,883	47,013
Donations & Fundraising	4	3,159	-	3,159	1,592	-	1,592
Bank Interest Received		93		93			
<b>Total Income</b>		<b>8,378</b>	<b>63,507</b>	<b>71,885</b>	<b>3,722</b>	<b>44,883</b>	<b>48,605</b>
<b>Expenditure</b>							
Charitable Activities	5	839	32,862	33,701	-	13,808	13,808
Administrative Activities	6	5,205	31,899	37,104	1,307	5,018	6,415
Governance Costs	7	-	2,275	2,275	157	-	157
<b>Total Expenditure</b>		<b>6,044</b>	<b>67,036</b>	<b>73,080</b>	<b>1,554</b>	<b>18,826</b>	<b>20,380</b>
Transfer		(79)	79				
<b>Surplus of Income over Expenditure</b>		<b>2,255</b>	<b>(3450)</b>	<b>(1,195)</b>	<b>2,168</b>	<b>26,057</b>	<b>28,225</b>
<b>Balances Brought Forward</b>		<b>20,049</b>	<b>35,480</b>	<b>55,529</b>	<b>17,881</b>	<b>9,423</b>	<b>27,304</b>
<b>Balances Carried Forward</b>		<b>22,304</b>	<b>32,030</b>	<b>54,334</b>	<b>20,049</b>	<b>35,480</b>	<b>55,529</b>

Bolton Adult Autism Support  
Trustees' Annual Report for the Year Ended 31st October 2024

**Bolton Adult Autism Support**  
Balance Sheet at 31st October 2024

	Notes	2024	2023
		£	£
<b>Current Assets</b>			
Bank Deposit Account		30,093	
Bank Current Account		25,849	55,529
Petty Cash		130	
<b>Current Liabilities</b>			
Creditors	10	(1,738)	
<b>Net Current Assets</b>			
<b>Total Assets</b>		<b>54,334</b>	<b>55,529</b>
<b>Represented By</b>			
Unrestricted Funds - general	9	22,304	20,049
<b>Restricted Funds</b>	9	<b>32,030</b>	<b>35,480</b>
<b>Total Funds</b>		<b>54,334</b>	<b>55,529</b>

Signed

*R. Croft*

Chairman

Date

*R. Elenka*

Treasurer

23.01.2025.

**Bolton Adult Autism Support**  
**Trustees' Annual Report for the Year Ended 31st October 2024**

**Notes to the Financial Statements for the Year Ended 31st October 2024**

**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 charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

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

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

**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).

*Notes to the Financial Statements continued*

## Bolton Adult Autism Support Trustees' Annual Report for the Year Ended 31st October 2024

### 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 under the historic cost convention and 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.

### e) Expenditure

All expenditure has been reflected in the Statement of Financial Activities on an accrual basis. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

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.

*Notes to the Financial Statements continued*

Bolton Adult Autism Support  
Trustees' Annual Report for the Year Ended 31st October 2024

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 2024.

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.

*Notes to the Financial Statements continued*

Bolton Adult Autism Support  
Trustees' Annual Report for the Year Ended 31st October 2024

**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.

*Notes to the Financial Statements continued*

Bolton Adult Autism Support  
Trustees' Annual Report for the Year Ended 31st October 2024

**3. Charitable Grants Received**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Restricted Income</b>		
National Lottery RC	35,408	33,831
National Lottery AWA	20,000	-
Bolton Fund	5,000	-
Charity Services Grant	3,000	3,000
Bolton Xmas Fund	99	-
CRH Charitable Trust	-	6,365
East Lancs Masonic Society	-	1,687
<b>Unrestricted Income</b>		
Sir James & Lady Scott Trust	3,000	-
Eric Wright Charitable Trust	1,000	-
Asda	626	-
PPL	500	-
Manchester Guardian Society	-	2,000
Bolton Community Voluntary Services	-	1,300
<b>Total Unrestricted</b>	<b>5,126</b>	<b>2,130</b>

**4. Donations, Fundraising and Gifts Received**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Fundraising and Donations Received	3,159	842
Manchester Metropolitan University	-	750
<b>Total</b>	<b>3,159</b>	<b>1,592</b>

*Notes to the Financial Statements continued*

Bolton Adult Autism Support  
Trustees' Annual Report for the Year Ended 31st October 2024

**5. Analysis of expenditure on charitable activities**

	Unrestricted	Restricted	Total	Total
			2024	2023
	£	£	£	£
Staff Costs	-	31,287	31,287	13,971
Event Costs	545	108	653	-
Volunteer Expenses	294	1,467	1,761	1,054
<b>Total</b>	<b>838</b>	<b>32,862</b>	<b>33,701</b>	<b>15,033</b>

**6. Administrative Costs**

	Unrestricted	Restricted	Total	Total
			2024	2023
	£	£	£	£
Building Running Costs	2,441	5,178	7,619	3,007
Staff Costs	-	14,295	14,295	1,397
Legal Costs	1,000	3,415	4,415	-
Office Costs	268	4,446	4,714	767
Insurance & Payroll Costs	-	781	781	697
IT & Software	1,496	3,704	5,200	-
Website	-	80	80	547
<b>Total</b>	<b>5,205</b>	<b>31,899</b>	<b>37,104</b>	<b>6,415</b>

**7. Governance Costs**

	Unrestricted	Restricted	2024	Unrestricted	2023
	£	£	£	£	£
Independent Accountants Fee	-	2,160	2,160	-	-
Meeting Expenses	-	115	115	157	157
<b>Total</b>	<b>-</b>	<b>2,275</b>	<b>2,275</b>	<b>-</b>	<b>157</b>



Bolton Adult Autism Support  
Trustees' Annual Report for the Year Ended 31st October 2024

## 8. Employment Costs

	2024	2023
	£	£
Staff Salaries	44,265	13,971
Pension Costs	1056	-

## 9. Analysis of Charitable Funds

	At 1st				At 31st
	November 2023				October 2024
<b>Restricted Funds</b>	Brought Forward	Income	Expenditure	Transfers	
	£	£	£	£	£
National Lottery RC	24,298	35,408	(46,272)	-	14,064
CRH Charitable Trust	6,365	-	(4,825)	-	1,540
Charity Services Grant	2,500	3,000	(3,201)	-	2,299
ELMC	1,687	-	(1,766)	79	-
National Lottery AWA	-	20,000	(8,285)	-	11,715
Bolton Fund	-	5,000	(2,588)	-	2,412
Bolton Xmas Fund	-	99	(99)	-	-
<b>Total</b>	<b>35,480</b>	<b>63,507</b>	<b>67,036</b>	<b>79</b>	<b>32,030</b>
<b>Unrestricted Funds</b>					
General	20,049	8,285	(6,044)	(79)	22,211
<b>Total</b>	<b>55,529</b>	<b>71,792</b>	<b>(73,080)</b>	<b>-</b>	<b>54,241</b>

*Notes to the Financial Statements continued*

Bolton Adult Autism Support  
Trustees' Annual Report for the Year Ended 31st October 2024

**10. Creditors**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
PAYE Due	369	-
Pension Due	169	-
Accrued Expenses	1,200	-
<b>Total</b>	<b>1,738</b>	<b>-</b>

**11. Fund Analysis**

	<b>2024</b>			<b>2023</b>		
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Current Assets</b>	22,240	32,030	54,270	20,049	35,480	55,529