

Aireborough Supported Activities Scheme

Charity number 1167044

Annual Report and Financial Statements for the year ended 31 March 2021



Aireborough Supported Activities Scheme

Annual Report and Financial Statements for the year ended 31 March 2021

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Prepared by West Yorkshire Community Accounting Service

Aireborough Supported Activities Scheme

Trustees' report for the year ended 31 March 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position
Christine Parapia	Chair
Sarah Lee	Vice chair
Emma Midgeley	Treasurer
Andrew Mosby	
Jenny Jeffels	
Kathleen Hunter	

Advisors

Jo Galasso	Project Manager
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Charity number

The charity was registered with the Charity Commission for England and Wales, number 1167044, on 11 May 2016.

Principal address

Farnhill
Kelcliffe Lane
Guiselley
Leeds
LS20 9DE

Bankers

Santander UK plc	Shawbrook Bank Limited	Scottish Widows Bar
Bridle Road	Lutea House	67 Morrison Street
Bootle	Warley Hill Business Park	Edinburgh
L30 4GB	Great Warley	EH3 8YJ
	Brentwood	
	CM13 3BE	

Independent examiner

Claire Welling

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 11 May 2016 and is governed by a constitution as amended on 4 July 2019.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

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Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities

The charity's objects

The objects of the charitable incorporated organisation are to advance the health and wellbeing of children and young people with additional needs and their families and carers in the Aireborough area and Leeds district by the provision of recreational activities and short breaks to improve their quality of life.

The charity's main activities

We run holiday play schemes, activity days and residential short breaks for children & young people with additional needs who live in Leeds.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the relief of those with special needs.

Achievements and performance

In 2020 ASAS were successful in securing a Contract with Leeds City Council Targeted Short Breaks to deliver 6 residentials per year for the next 3 years with options to add additional years subject to fulfilling the requirements. We were also successful in our bid for a Grant again from with Leeds City Council Targeted Short Breaks to deliver 10 Activity days and Summer and Easter holiday play schemes for two years.

When the pandemic hit, we had to cancel all our services from March to June 2020. The commissioners were understanding and allowed us to use the funding to make sure we were in a viable position to return to offering services whenever possible, which meant they were happy for us to pay our staff and fulfil any other commitments which was also beneficial.

We carried out an extensive training programme relating to Covid 19 which all staff and Trustees were required to complete. In addition to running without volunteers, Trustees did not make their usual visits to any of the provision to enhance safety.

Regulation: We had to submit a Corporation Tax return to HMRC for the first time and also in November we were inspected by OFSTED in a virtual capacity.

We resumed some services in July 2020 but had to implement Covid security which meant additional work in advance. During the sessions we operated at lower numbers to maintain social distancing and everyone had to sign a declaration prior to arrival to ensure no one came on site who had symptoms or had been in contact with anyone with the virus.

Our usual setting, Green Meadows school, was unavailable for lettings so we used an alternative LCC venue, Herd Farm. However it isn't fully equipped to cater for children with profound disabilities and as an organisation we were unable to offer appropriate training to our staff, so we took the decision not to offer places to children with moving and handling or medical intervention needs, for the health and safety of the children and our staff. Also, as numbers had to be limited, we did not employ the services of our volunteers as we would usually do, but we did try to keep in touch with them and everyone involved to offer our support and maintain communication channels.

We have continued to deliver services in this way and will do for the foreseeable future until government guidelines change. The funding has been spent as required with no claw back from the commissioners.

We have been very honoured that the families we work with have had the confidence to send their children to our provisions especially as many of them are very vulnerable due to their disabilities.

Financial review

The net receipts for the year were £14,796, including net payments of £1,007 on unrestricted funds and net receipts of £15,803 on restricted funds.

Aireborough Supported Activities Scheme

Trustees' report (continued) for the year ended 31 March 2021

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £446,803.

The Trustees of ASAS have agreed that the cash reserves of ASAS should be no less than 12 months running costs (approximate average over last 3 years - £150K).

Coronavirus (COVID 19) and going concern

Whilst the coronavirus has had a financial impact there are no material uncertainties so significant as to cast doubt over the ability of the charity to continue as a going concern.

Signed on behalf of the board of trustees on 27/09/2021

Christine Parapia (Trustee)

Aireborough Supported Activities Scheme

Independent examiner's report to the trustees of Aireborough Supported Activities Scheme Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021, which are set out on pages 6 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Claire Welling

11/10/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Aireborough Supported Activities Scheme

Receipts and payments account

for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants and Service Level Agreements	(2)	-	122,099	122,099	110,535
Donations		2,178	-	2,178	2,115
Events and fundraising		1,028	-	1,028	4,263
Parents and residential contributions		4,318	-	4,318	19,695
Bank interest		2,237	-	2,237	3,489
Total receipts		<u>9,761</u>	<u>122,099</u>	<u>131,860</u>	<u>140,097</u>
Payments					
Salaries and NIC	(3)	8,275	79,588	87,863	110,474
Pension costs		122	140	262	1,606
Payroll costs		-	600	600	600
Volunteer allowances		(120)	-	(120)	2,603
Training and planning		5	420	425	2,685
Transport and travel		302	-	302	3,693
Office and running costs		469	2,917	3,386	2,724
Events and activity expenses		31	18,181	18,212	29,097
Membership and subscriptions		96	-	96	324
Equipment and materials		873	1,138	2,011	2,899
Accountancy and Independent examination		715	-	715	660
Insurance		-	3,312	3,312	3,183
Total payments		<u>10,768</u>	<u>106,296</u>	<u>117,064</u>	<u>160,548</u>
Net receipts / (payments)		<u>(1,007)</u>	<u>15,803</u>	<u>14,796</u>	<u>(20,451)</u>
Fund balances brought forward		<u>459,778</u>	<u>(9,122)</u>	<u>450,656</u>	<u>471,107</u>
Fund balances carried forward	(4)	<u>458,771</u>	<u>6,681</u>	<u>465,452</u>	<u>450,656</u>

Aireborough Supported Activities Scheme

Statement of assets and liabilities

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Santander current account	2,005	6,681	8,686	5,585
Santander savings account	285,159	-	285,159	273,603
Shawbrook bank account	85,131	-	85,131	85,063
Scottish Widows	86,472	-	86,472	86,039
Petty cash	4	-	4	366
Total cash funds	458,771	6,681	465,452	450,656
 Other monetary assets			£	
Insurance prepaid			1,528	
			<u>1,528</u>	
 Assets retained for the charity's own use			£	
Laptop			599	
Mobile phone			250	
			<u>599</u>	
 Liabilities			£	
Independent examination			660	
March 2021 salaries			6,504	
HMRC (March 2021)			1,705	
Pension contributions 2019-20			1,580	
Pension contributions 2020-21			1,519	
			<u>11,968</u>	

Approval of the accounts

The financial statements were approved by the board of trustees on 27/09/2021

Christine Parapia (Trustee)

Aireborough Supported Activities Scheme

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and Service Level Agreements

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Leeds City Council (LCC) Short Breaks	-	60,000	60,000	66,037
LCC Area Well Being	-	10,277	10,277	1,891
LCC Playscheme Grants	-	39,603	39,603	31,576
LCC Activity Days	-	11,659	11,659	11,031
HMRC Coronavirus Job Retention Scheme	-	560	560	-
	<u>-</u>	<u>122,099</u>	<u>122,099</u>	<u>110,535</u>

3 Staff costs and numbers

	2021 £	2020 £
Gross salaries	87,759	109,024
Social security costs	4,104	4,450
Employment allowance	(4,000)	(3,000)
	<u>87,863</u>	<u>110,474</u>

The average number employees during the year was 4, being an average of 1.5 full time equivalent (2020: 3.7, 1.4 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2021 £	2020 £
Costs of the scheme to the charity for the year	262	1,606
Amount of any contributions outstanding at the year end	3,099	1,580

Aireborough Supported Activities Scheme

Notes to the accounts continued

for the year ended 31 March 2021

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
LCC Short Breaks 2019-2020	2,605	-	2,605	-	-
LCC Short Breaks 2020-2021	(957)	60,000	56,351	-	2,692
LCC Area Well Being 2019-20	(10,270)	10,277	7	-	-
LCC Playscheme Grants 20-21	(500)	39,603	35,114	-	3,989
LCC Activity Days	-	11,659	11,659	-	-
HMRC CJRS	-	560	560	-	-
	<u>(9,122)</u>	<u>122,099</u>	<u>106,296</u>	<u>-</u>	<u>6,681</u>

Fund name

Purpose of restriction

LCC Short Breaks 2019-2020	To provide residential short breaks to children in Leeds.
LCC Short Breaks 2020-2021	To provide residential short breaks to children in Leeds.
LCC Area Well Being 2019-20	Towards the general play scheme running costs.
LCC Playscheme Grants 20-21	Towards the play scheme running costs.
LCC Activity Days	Towards the activity day running costs.
HMRC CJRS	Towards salary costs for furloughed staff

5 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.