

# **Aireborough Supported Activities Scheme**

Charity number 1167044

## **Annual Report and Financial Statements for the year ended 31 March 2022**



# **Aireborough Supported Activities Scheme**

## **Annual Report and Financial Statements for the year ended 31 March 2022**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Aireborough Supported Activities Scheme**

## **Trustees' report for the year ended 31 March 2022**

### **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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Christine Parapia	Chair	
Sarah Lee	Vice chair	
Emma Midgeley	Treasurer	
Andrew Mosby		
Jenny Jeffels		Resigned 27 September 2021
Kathleen Hunter		
Nicola Davison		Appointed 24 January 2022

### **Advisors**

Jo Galasso	Project Manager
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<b>Charity number</b>	1167044	Registered in England and Wales
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### **Registered and principal address**

Farnhill  
Kelcliffe Lane  
Guiseley  
Leeds  
LS20 9DE

### **Bankers**

Santander UK plc	Shawbrook Bank Limited	Scottish Widows Bank
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 Accountancy Service CIO**

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 trustees at a duly convened meeting.

# **Aireborough Supported Activities Scheme**

## **Trustees' report (continued) for the year ended 31 March 2022**

### **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**

We still had some Covid restrictions in place this financial year so had to put limits on group sizes and some of our usual venues weren't available, but we continued to provide valuable provision to children and young people with additional needs – Easter and Summer play schemes and activity days in June, August, October and February. Once restrictions on residentials lifted we did two residentials in October 2021 and one in March 2022; we were pleased that parents put their trust in us to provide services for their children and protect them as much as we possibly could from the virus.

We provided places for 107 children which equated to 2,868 hours' provision.

#### **Financial review**

The net payments for the year were £7,914, including net payments of £206 on unrestricted funds and net payments of £7,708 on restricted funds.

ASAS haven't particularly been affected by the pandemic financially as we had secured a two year grant and three year contract from Leeds City Council – Targeted Short Breaks; throughout the pandemic the commissioners continued to provide the funding and advised us to keep paying staff accordingly so we could keep them for when we needed them, when we started getting back to normal service. Generally we had lower outgoings due to being unable to provide our residentials and activity days were provided instead at a lower cost but same or greater staff costs. We were able to keep all the funding and carry any forward that we hadn't managed to spend which meant last year (year two of the pandemic) we had some additional funds to use.

The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £458,565.

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

ASAS holds assets to fund planned expenditure over the next 3 years and has approximately £460,000 in cash, deposited across 3 financial institutions at present with a minimum rating of 'A' or where all deposits are within the FSA protected amount of £85,000.

ASAS received a substantial donation of £430k several years ago from a charitable trust on the understanding that it would provide financial stability for the charity for many years to come.

## **Aireborough Supported Activities Scheme**

### **Trustees' report (continued) for the year ended 31 March 2022**

#### **Funds in deficit**

There was a negative balance of £2,027 on the LCC Play scheme 22-23 fund at the year end. The funding was received after year end.

Signed on behalf of the board of trustees on 03/10/2022

Christine Parapia (Trustee)

# **Aireborough Supported Activities Scheme**

## **Independent examiner's report to the trustees of Aireborough Supported Activities Scheme**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2022, 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

05/10/2022

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# Aireborough Supported Activities Scheme

## Receipts and payments account

for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Receipts</b>					
Grants and Service Level Agreements	(2)	-	112,472	112,472	122,099
Donations		3,158	340	3,498	2,178
Events and fundraising		1,117	-	1,117	1,028
Parents and residential contributions		12,181	-	12,181	4,318
Bank interest		494	-	494	2,237
<b>Total receipts</b>		<u>16,950</u>	<u>112,812</u>	<u>129,762</u>	<u>131,860</u>
<b>Payments</b>					
Salaries and NIC		9,689	79,552	89,241	87,863
Pension costs		5,076	-	5,076	262
Payroll costs		-	600	600	600
Freelance woekers		-	2,408	2,408	-
Volunteer allowances		-	729	729	(120)
Training and planning		-	6,360	6,360	425
Transport and travel		-	369	369	302
Office and running costs		2,236	455	2,691	3,386
Events and activity expenses		4	3,163	3,167	18,212
Membership and subscriptions		109	1,902	2,011	96
Equipment and materials		-	999	999	2,011
Accountancy and Independent examination		42	660	702	715
Insurance		-	3,217	3,217	3,312
Rent		-	8,329	8,329	-
Residential		-	11,777	11,777	-
<b>Total payments</b>		<u>17,156</u>	<u>120,520</u>	<u>137,676</u>	<u>117,064</u>
<b>Net receipts / (payments)</b>		<u>(206)</u>	<u>(7,708)</u>	<u>(7,914)</u>	<u>14,796</u>
<b>Fund balances brought forward</b>		<u>458,771</u>	<u>6,681</u>	<u>465,452</u>	<u>450,656</u>
<b>Fund balances carried forward</b>	(3)	<u>458,565</u>	<u>(1,027)</u>	<u>457,538</u>	<u>465,452</u>

# Aireborough Supported Activities Scheme

## Statement of assets and liabilities

as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	458,027	(1,027)	457,000	465,448
Cash in hand	538	-	538	4
<b>Total cash funds</b>	<u>458,565</u>	<u>(1,027)</u>	<u>457,538</u>	<u>465,452</u>
<b>Other monetary assets</b>			£	
<u>Money owed to the charity</u>				
HMRC overpayment			2,149	
Aviva pension overpayment			217	
LCC play scheme 21-22 funding			<u>2,027</u>	
			<u>4,393</u>	
<u>Prepayments</u>				
Insurance prepaid			1,608	
Residential prepaid			3,358	
Other prepayments			<u>2,130</u>	
			<u>7,096</u>	
<b>Assets retained for the charity's own use at cost</b>			£	
Laptop			599	
Mobile phone			250	
Projector			<u>340</u>	
			<u>1,189</u>	
<b>Liabilities</b>			£	
Independent examination			<u>660</u>	
			<u>660</u>	

The financial statements were approved by the board of trustees on 03/10/2022

Christine Parapia (Trustee)



# **Aireborough Supported Activities Scheme**

## **Notes to the accounts**

### **for the year ended 31 March 2022**

#### **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.

# Aireborough Supported Activities Scheme

## Notes to the accounts continued

for the year ended 31 March 2022

2 Grants and Service Level Agreements	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Leeds City Council (LCC):				
Residential short breaks	-	60,000	60,000	60,000
Play scheme grants	-	39,603	39,603	39,603
Activity days	-	11,659	11,659	11,659
Area well being	-	-	-	10,277
HMRC Coronavirus Job Retention Scheme	-	210	210	560
Arnold Clark Community Fund	-	1,000	1,000	-
	<u>-</u>	<u>112,472</u>	<u>112,472</u>	<u>122,099</u>

3 Restricted funds	Balance b/f £	Receipts £	Payments £	Transfers £	Balance c/f £
LCC Short breaks 21-22	2,692	60,000	62,692	-	-
LCC Play scheme 20-21	3,989	-	-	(3,989)	-
LCC Play scheme 21-22	-	39,603	43,489	3,886	-
LCC Play scheme 22-23	-	-	2,130	103	(2,027)
LCC Activity days 21-22	-	11,659	11,659	-	-
JRS - Job Retention Scheme	-	210	210	-	-
Arnold Clark Community Fund	-	1,000	-	-	1,000
Donation	-	340	340	-	-
	<u>6,681</u>	<u>112,812</u>	<u>120,520</u>	<u>-</u>	<u>(1,027)</u>

Fund name	Purpose of restriction
LCC Short Breaks 2020-2021	To provide residential short breaks to disabled children in Leeds.
LCC Play scheme 20-21	Towards the play scheme running costs. A transfer of £3,989 was made into the 2021-22 scheme
LCC Play scheme 21-22	Towards the play scheme running costs. A transfer of £3,989 was received from the 2021-22 scheme. A transfer of £103 was made into the 2022-23 scheme.
LCC Play scheme 22-23	Towards the play scheme running costs. A transfer of £103 was received from the 2021-22 scheme
LCC Activity days 21-22	Towards activity days running costs.
JRS - Job retention scheme	Towards furloughed staff due to Covid 19.
Arnold Clark Community Fund	Towards transport costs.
Donation	Towards purchasing a projector.

## 4 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.