



Trustees' Annual Report for the period

From				To			
Period start date				Period end date			
Day	Month	Year		Day	Month	Year	
31	3	2023		31	3	2024	

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

20, Temple Street,	
Keynsham	
Bristol	
Postcode	BS31 1EH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Callum lee		Date of first election to board. 1 st January 2022 (Chair since 1 st January 2023)	Chair of Trustees
2	Christine Jorgensen		Date of first election to board. 1 st January 2023	Vice Chair / Secretary
3	Claudia barton		1 st June 2023	Treasurer
4	Adrian inker		1 st September 2014	Trustee
5	Matt Hunt		1 st September 2022	Trustee
6	Marc Purkiss		1 st May 2023	Trustee
7	Gwenna Ewing		1 st June 2023	Trustee
8	Keith Burchell		1 st February 2019	Trustee

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

NA

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Recruiting New Trustees <ul style="list-style-type: none"> New trustees are chosen to bring fresh skills, ideas, and expertise to the charity. Trustees can be recruited through public advertisements, personal recommendations, or partnerships with other organizations. Once selected, new trustees receive an induction to help them understand their role, responsibilities, and the charity's mission. They also undergo DBS checks and Training to help them in there Rolo.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Induction and Training of Trustees

In 2023, a key focus for the charity was strengthening our governance framework by expanding the trustee board. We successfully welcomed three new trustees with expertise in education, healthcare and IT. Their skills have enriched our strategic planning processes and enhanced our community outreach efforts.

Organisational Structure and Wider Network

Our organisational structure saw steady growth and strengthening connections in 2023. The proactive efforts of our Centre Manager played a pivotal role in building and maintaining partnerships with educational institutions like Wellsway School, Oasis Academy, St Brendan's Sixth Form College, and Fossway School. These collaborations have not only bolstered our volunteer base with enthusiastic students but also created opportunities for volunteer training and direct family support.

Relationship with Related Parties

Our strengthened ties with local schools and colleges have brought mutual benefits. By offering students volunteering opportunities and training, we provide real-world experience while enhancing the quality of support available to our members. These partnerships reflect a commitment to fostering meaningful and ethical collaborations with related organisations.

In 2023, Butterflies Haven strengthened its connections with key organisations to enhance support for families affected by autism. Notably,

we established valuable relationships with Bristol Autism Support (BAS) and SENDIAS (Special Educational Needs and Disabilities Information, Advice, and Support services).

Collaboration with Bristol Autism Support (BAS)

- BAS provides critical guidance and a community for families navigating autism.
- By partnering with BAS, Butterflies Haven can now direct families to additional resources, workshops, and peer support groups tailored to their needs.
- This collaboration has expanded the scope of help available to families attending our sessions and has improved the continuity of care for those in need of broader services.

Working with SENDIAS

- SENDIAS offers impartial information, advice, and support for families of children with special educational needs and disabilities.
- Our partnership with SENDIAS has been instrumental in helping families understand their rights and access appropriate educational support for their children.
- Together, we've supported parents and caregivers through the often complex processes of securing educational plans and ensuring their children receive the support they need.

Impact on Families

These partnerships have significantly strengthened Butterflies Haven's ability to offer holistic support. Families now benefit from:

- **Specialist Advice:** Clear guidance on navigating education systems and accessing local services.
- **Emotional Support:** Greater opportunities to connect with others who understand the challenges of autism.
- **Empowerment:** Improved access to information and advocacy, enabling families to feel more confident in securing the best outcomes for their children.

Our work with BAS and SENDIAS reflects Butterflies Haven's commitment to fostering collaboration and building networks that provide meaningful and practical assistance for the autism community.

Major Risks and Risk Management

In 2023, trustees prioritised risk management to ensure sustainable operations. Recognising challenges like volunteer retention, long-term funding, and safeguarding, we implemented measures to mitigate these risks. For instance:

- Our volunteer recruitment strategy successfully attracted younger volunteers, addressing the potential for turnover and ensuring continuity.
- We engaged a fundraiser to help build financial reserves and secure future funding. This step is part of our broader strategic plan to sustain and expand services over the next three years.

Looking Ahead

2023 was a year of rebuilding and growth, with a focus on strengthening governance, expanding our outreach, and securing future stability. Our "Options Plan," developed collaboratively by trustees and staff, provides a clear roadmap for the next three years. Priorities include increasing volunteer training, broadening session offerings, and setting up new groups.

With a stronger foundation, increased community engagement, and a committed team, we are well-positioned for continued success. Thank you to everyone who has contributed to help Butterflies. Together, we are creating brighter futures for the families we support.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The relief of children and young persons affected by the complex Autism Spectrum (with or without diagnosis) or with a development delay, by the provision of support, facilities and services for them and their families. This service is provided to families from Bath and North-East Somerset, Bristol, South Gloucestershire, North Somerset, Somerset and Wiltshire

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Assisting the children and young people to engage in community involvement and social inclusion by accessing facilities enjoyed by other non-Autistic members of the community

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Butterflies Has made a great process on Forward planning for the Charity and has managed to expand our Servies to support more families. We have been doing more Extra evens. For example, Coffee Morning, where we are working with other organisations to support families.

Section E

Financial review

Brief statement of the charity's policy on reserves

Before the start of each financial year, the Trustees will approve an income and expenditure budget for the following year. The Trustees will consider the level of reserves that is prudent for Butterflies Haven. A comparison of actual income and expenditure against budget will be presented to the trustees every three months.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

The year 2023 began with a sense of optimism as we were able to continue face-to-face sessions without the restrictions seen in previous years. Our in-person sessions resumed fully, providing much-needed interaction and support for our families. We also started to run drop in coffee mornings open to the public to help and support families with autism. We also Looked at Butterflies Expansions Plans looking at 3 to 5 years plans to grow the Chairty.

Volunteer numbers remained steady, with a small turnover, reflecting the challenges many organisations face in retaining long-term volunteers. However, our recruitment efforts were more successful than the previous year, with several younger volunteers joining us from local schools and colleges.

At the start of 2023, our Centre Manager continued to develop partnerships with local organisations. Her proactive approach strengthened our connections with Wellsway School, Oasis Academy, and St Brendan's Sixth Form College, which have all contributed volunteers and provided opportunities for student involvement. Additionally, our collaboration with Fossway School expanded, offering valuable training for our volunteers and support for the families attending our sessions.

We also continued our creative workshops with Graffarty. In autumn, they ran a second street art session, building on the success of the previous year. These workshops have proven particularly popular with our teenage members, and we plan to continue offering similar activities throughout 2024.

A key focus this year has been expanding the trustee board to ensure we have the skills and experience necessary to move the charity forward. In early 2023, we welcomed three new trustees, both with backgrounds in education and health care. Their insights have already made a positive impact on our strategic planning and community outreach.

Membership numbers have grown steadily over the year. Our outreach efforts have drawn families from a wider geographical area, with members attending from Bristol, BaNES, and South Gloucestershire.

We are working with a fundraiser to help build butterflies reserves and future funding. Looking ahead, we aim to focus on securing long-term funding to sustain and expand our services. To guide this, the trustees and staff participated in a strategy and have come up with our Options plan. This is helping development of a clear action plan for the next three years. Our priorities include increasing volunteer training, expanding our session offerings, and further developing our partnerships with educational institutions.

2023 has been a year of rebuilding and growth. With a stronger team, increased community connections, and a growing membership base, we are optimistic about the future. Thank you to our staff, volunteers, families, and supporters for their dedication and hard work in making this a successful year.

Callum Lee (Chair of Trustees)
9th January 2024

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date



CHARITY COMMISSION
FOR ENGLAND AND WALES

Butterflies-Haven

1168333

Receipts and payments accounts

CC16a

For the period
from

4/1/2023

To

3/31/3024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Subscriptions	7,167	-	-	7,167	3,570
Grants	6,227	49,408	-	55,635	18,290
Event Income	528	-	-	528	-
Donations	15,579	-	-	15,579	2,990
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	29,501	49,408	-	78,909	24,850
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	29,501	49,408	-	78,909	24,850
A3 Payments					
Payroll/Services	3,958	15,000	-	18,958	10,525
Venue Costs	-	3,665	-	3,665	3,531
Session Costs	1,232	-	-	1,232	-
Equipment	-	-	-	-	753
IT/Phone Costs	2,251	-	-	2,251	1,296
Consumables	-	-	-	-	613
Insurance	308	-	-	308	308
Sundries/Refreshments	159	-	-	159	219
Expenses Reimbursement	93	-	-	93	-
Toys	-	-	-	-	990
Training	-	-	-	-	99
Professional Fees	975	-	-	975	420
Volunteer/Trustee Expenses	258	-	-	258	-
Events & Other Expenditure	1,589	-	-	1,589	2,085
Sub total	10,824	18,665	-	29,489	20,839
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	10,824	18,665	-	29,489	20,839
Net of receipts/(payments)	18,677	30,743	-	49,419	4,011
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	16,813
Cash funds this year end	18,677	30,743	-	49,419	20,825

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Working Balance (Metro)	27,395	-	-
	Reserves (Santander)	42,850	-	-
		-	-	-
	Total cash funds	70,244	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK

	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	C Barton	1/24/2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

Butterflies-Haven

On accounts for the year ended

31st March 2024

Charity no (if any)

1168333

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st March 2024

As the charity's trustees 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date

24th January, 2025

Name:

John Robert Eke

Relevant professional qualification(s) or body (if any):

Fellow of the Association of Charity Independent Examiners

Address:

Soarview, 4 Stable Court

Malborough

Devon TQ7 3FB

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.