



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 Jan 2023	To	31 Dec 2023

## Section A Reference and administration details

**Charity name** Cornwall Accessible Activities Program

**Other names charity is known by** CAAP

**Registered charity number (if any)** 1169565

**Charity's principal address** c/o Disability Cornwall

Unit 1 G/H Guilford Road Industrial Estate

Guilford Road, Hayle, Cornwall

**Postcode** TR27 4QZ

### 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	Marie Whitehurst	Vice Chair		
2	Mandy Sperling			
3	Mark Exell	Chair		
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Sandy Lawrence - Director

## 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)	CIO
Trustee selection methods (eg. appointed by, elected by)	Nominated at the AGM and approved at subsequent Trustee meeting having due regard to skills needed or missing on the current board.

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul>	<p>All trustees are DBS checked and will undertake mandatory Safeguarding training as soon as practicably possible after appointment and then on a regular basis thereon in.</p> <p>A further 6 people volunteer on the committee</p> <p>The charity worked very closely with the leading disability organisation in Cornwall and the Director of CAAP represents disabled children and young people on the Disability Alliance offering a voice on strategic developments for people with disabilities in the county.</p> <p>Our relationship with the Disability Alliance continues to open up funding opportunities to us and offers practical support</p>
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## Section C Objectives and activities

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

TO SUPPORT FAMILIES LIVING IN CORNWALL TO ACCESS ACTIVITIES DURING SCHOOL HOLIDAYS WHICH ARE ACCESSIBLE TO DISABLED CHILDREN AND THEIR SIBLINGS

**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)**

Provision of inclusive holiday activities for families with disabled children who live in Cornwall.  
Time2shine project to enable some of our members aged 16 and above to become job ready  
CAAPlus offers the provision of social activities for disabled young people to make and maintain friendships.  
There continues to be challenges of funding and grant availability post Covid. We are mindful of our policy regarding reserves.

We continue to deliver activities and hot food under the Time2Move program and families in receipt of free school meals appreciate the opportunities for their children to have an activity and a healthy midday meal. We delivered these in the Easter Summer and Christmas Holidays.

The trustees have received guidance issued by the charity commission on public benefit

**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.

CAAP does not make grants to individuals or other groups, nor do we have an investment program.  
We have a small team of volunteers who contribute to the smooth running of the activities and are very important to fundraising and profile raising of disabled children and young people in the county.  
Our volunteers support the staff and trustees in managing both the strategic direction of the charity and the day to day running.

**Summary of the main achievements of the charity during the year**

We continue to support our parents and carers to access grants through other charities and the Director is a registered to refer to food banks, BBC CIN emergency essentials and other grant giving bodies

The shiners continue to deliver training they developed around the county and in April attended the prestigious Positive Choices conference for Learning Disability nurse students in Liverpool

We delivered over 7600 activity places over 145 activities and now have a membership of over 1200 disabled children and approximately 3000 siblings of disabled children.

We continue to support our families to support one another through our social media channels and during activities.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

CAAP holds reserves equivalent to 3 months' salary costs. We do not hold reserves for activities

### Details of any funds materially in deficit

None

### 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.

CAAP does not have any investments and does not have a policy on investments.

Principal sources of fundraising are grants and we have fundraising opportunities such as online raffles.

We negotiate good rates for our activities and generally subsidise all activities by at least 50%. Therefore, our income reflects payments by our families for the activities they attend.

Expenditure supports our key objectives in the commissioning of activities from trusted suppliers.

## Section F

## Other optional information

## 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)

Mark Exell

Position (eg Secretary, Chair, etc)

Chair

Date

7<sup>th</sup> July 2024

**CORNWALL ACCESSIBLE ACTIVITIES PROGRAMME**  
**ACCOUNTS FOR JANUARY 2023 to DECEMBER 2023**

Charity Number: 1169565

<i>All numbers shown to the nearest £</i>	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds £	2022 £
<b>Section A Payments and Receipts</b>					
<b>A1 - Receipts</b>					
Parent Contributions	47,245			47,245	55,337
Grants	80,634	-	-	80,634	62,359
Fundraising	9,184	-	-	9,184	20,276
Other sundry income	3,606	-	-	3,606	94
<b>Sub Total</b>	<b>140,668</b>	<b>-</b>	<b>-</b>	<b>140,668</b>	<b>138,066</b>
<b>A2 - Asset &amp; Investment Sales</b>					
	0	-	-	-	-
<b>Total Receipts</b>	<b>140,668</b>	<b>-</b>	<b>-</b>	<b>140,668</b>	<b>138,066</b>
<b>A3 - Payments</b>					
Salary	-25,895		-	-25,895	-38,779
Staff Training	-671			-671	-236
IT Support	-774			-774	-598
Equipment Hire	0			-	-1,933
Equipment Purchase	0			-	-1,206
Insurance	-314			-314	-304
Donations	0			-	-
Activities	-58,412			-58,412	-68,851
Sessional Workers	-2,790			-2,790	-
Minor Expenses	-14,430			-14,430	-6,599
<b>Sub Total</b>	<b>-103,286</b>	<b>-</b>	<b>-</b>	<b>-103,286</b>	<b>-118,505</b>
<b>A4 - Asset &amp; Investment Purchases</b>					
	0	-	-	-	-
<b>Total Payments</b>	<b>-103,286</b>	<b>-</b>	<b>-</b>	<b>-103,286</b>	<b>-118,505</b>
<b>NET TOTAL FOR THE YEAR</b>	<b>37,382</b>	<b>-</b>	<b>-</b>	<b>37,382</b>	<b>19,561</b>
<b>A5 - Transfer between funds</b>					
<b>A6 - Cash funds last year end</b>					
	34,606			34,606	
<b>Cash Funds this Year End</b>	<b>71,988</b>	<b>-</b>	<b>-</b>	<b>71,988</b>	

**Section B Statement of Assets & Liabilities at the end of the period**

**B1 - Cash Funds**

Grant	0		-
Unrestricted funds	71,988		71,988
<b>Total Cash Funds</b>	<b>71,988</b>	<b>-</b>	<b>71,988</b>

**B2 - Other Monetary Assets**

**B3 - Investment Assets**

**B4 - Assets retained for the Charities own use**


**B5 - Liabilities**

Signed on behalf of all Trustees:

- 1.
- 2.

SIGNATURE

Audited By:

 Emma Brown ACMA  
 SIGNATURE

30/6/2024

# Independent Examiners Report

## Cornwall Accessible Activities Program

Accounting Period 1<sup>st</sup> January 2023 — 31<sup>st</sup> December 2023

### STATEMENT

I have completed an independent examination of the accounts of the CIO and confirm no matters have come to my attention giving me concern that:

1. The accounting records have not been kept in accordance with the act.
2. The accounts do not accord with that record

The accounts accurately reflect the balances in the bank account of the CIO and the reserves held more than adequately reflect the reserves policy.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date