

SPACE

Income and Expenditure Account

For the Year Ending 31 March 2022

**SPACE is a charity registered with the Charity Commission for England and Wales:
Registration number 1172178**

SPACE**INCOME AND EXPENDITURE ACCOUNT****YEAR ENDED 31 MARCH 2022**

		2022		2021
	Restricted	Unrestricted	Total	Total
	£	£	£	£
Incoming Resources				
Funding	296205.96	0.00	296205.96	134625.00
Donations	0.00	40657.37	40657.37	16447.34
Event Income	0.00	15608.60	15608.60	3095.83
	<u>296205.96</u>	<u>56265.97</u>	<u>352471.93</u>	<u>154168.17</u>
Outgoing Resources				
Bank Charges	0.00	77.32	77.32	0.00
Bookkeeping and Accounting	1380.50	260.00	1640.50	0.00
Core Costs	22839.18	470.68	23309.86	61354.36
Depreciation Expense	11154.10	66.67	11220.77	0.00
Employers NIC	2686.52	0.00	2686.52	0.00
Equipment	9629.98	78.97	9708.95	3639.98
Event Costs	53284.64	2517.08	55801.72	58019.53
General Expenses	282.47	-33.52	248.95	2335.39
Insurance	2296.24	1396.80	3693.04	0.00
IT Software and Consumables	602.61	121.39	724.00	0.00
Motor Vehicle Expenses	275.00	0.00	275.00	0.00
Other Costs	1153.20	0.00	1153.20	0.00
Pension Costs	1811.73	0.00	1811.73	0.00
Printing, Postage, Stationary	367.61	0.00	367.61	103.88
Refreshments	666.82	363.35	1030.17	0.00
Removal costs	816.00	0.00	816.00	0.00
Rent & Rates	26949.72	0.00	26949.72	5096.19
Repairs & Maintenance	758.60	94.35	852.95	0.00
Salaries	109875.35	5200.00	115075.35	0.00
Staff Training	150.00	30.00	180.00	0.00
Subscriptions	51.60	788.94	840.54	0.00
Telephone & Internet	327.36	835.26	1162.62	0.00
Travel Costs	5074.24	346.39	5420.63	85.50
	<u>252433.47</u>	<u>12613.68</u>	<u>265047.15</u>	<u>131015.13</u>
Surplus / (Deficit)	<u>43772.49</u>	<u>43652.29</u>	<u>87424.78</u>	<u>23153.04</u>
Funds				
Opening balance	61445.40	29153.60	90599.00	67445.96
Surplus / (Deficit) for year	<u>43772.49</u>	<u>43652.29</u>	<u>87424.78</u>	<u>23153.04</u>
Closing balance	<u><u>105217.89</u></u>	<u><u>72805.89</u></u>	<u><u>178023.78</u></u>	<u><u>90599.00</u></u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

SPACE

**On accounts for the year
ended**

31/03/22

**Charity no
(if any)**

1172178

Set out on pages

1

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities 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: 08/07/2022

Name:

KEITH JONES

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

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Address:

46 CROSSWAY

WELWYN GARDEN CITY

AL8 7EE

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.

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Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	28	09	2021		14	07	2022

Section A Reference and administration details

Charity name

SPACE

Other names charity is known by

Registered charity number (if any)

1172178

Charity's principal address

Unit 5 The Maltings Business Centre

Stanstead Abbots

Ware, Herts.

Postcode

SG12 8HG

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	Lyn Heathcote Sharif	Chair		
2	Dr Sharmishtha Sarkar			
3	Donna Chamberlain			
4	Victoria Kemp			
5	Polly Kerr			
6	Mark Wilson	Treasurer		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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)

Nichola Chaperlin, Karen Spencer and Clare Brillus - senior staff members

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 with voting members other than charity trustees
Trustee selection methods (eg. appointed by, elected by)	Elected by trustees and voting members

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

Section C Objectives and activities

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

Relieving the needs of families and carers of children and young people on the Autistic Spectrum and/or ADHD and Neurodiverse conditions. Providing and delivering experiences to reduce isolation and promote inclusion. Improving and advancing the knowledge, understanding and skills of parent/carers and professionals in order to improve outcomes, support and promote communication and collaboration. Raising awareness of issues faced by Neurodiverse children and young people and the support, information and services available.

Please see additional report

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)

Additional details of objectives and activities (Optional information)

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

- policy on grant making
- policy programme related investment
- contribution made by volunteers

Summary of the main achievements of the charity during the year

Sustainability and growth,

- Monthly in-person and online support groups across Hertfordshire.
- Membership to the SPACE community has shown significant growth and now exceeds seven and a half thousand members. An increase of 500 this year.
- Increase in the SPACE team from 9 PAYE staff and 2 self-employed staff to 13 PAYE staff and 5 self-employed staff, as well as ad hoc support staff and volunteers.
- Increase in delivery of workshops and courses. E.g., PDA, ODD and ADHD, autistic girls, supporting SEND for group leaders.
- In addition, re-commissioned by Hertford County Council to deliver workshops
- Re-commissioned as Short Break Local Offer provider.
- New SEND Family Support team established.
- Re-commissioned by HCC to run a Lending Library service - we have expanded this to include a mobile service and increased opening hours to become a community hub.
- Increased staff for Lending SPACE.
- Outreach for Lending SPACE.
- Re-commissioned by HCC/Transforming Care Team to support a new social care pilot.
- One year remaining of two-year funding by the National Lottery to contribute staff costs.
- Continual updating of new website that has notably increased positive feedback and increased presence on social media.
- Increased capacity for in-person and online therapeutic sessions, training and workshops.
- Increase in new activities e.g., yoga, golf, graffiti, Melody Monkeys, fishing.

Raising the awareness and profile of the charity within the local and wider community

- Being shortlisted for the National Diversity Award 2021 in the **“Community Organisation Award for Disability”** category.
- Organising and running a long-standing charity event ‘The Annual Ware Duck Race’.
- Running a conference with Professor Tony Attwood attended by 250 attendees including professionals.
- Working collaboratively with an ever-increasing number of charities, statutory bodies and business service providers with shared goals. Including but not limited to Hertfordshire County Council, The ADHD Foundation, The Sleep Charity, Hertfordshire Libraries, Scouts and Cubs, Hanbury Manor Golf Club, Herts Disability Sports Foundation, Amwell Rotary Club, LVKA Karate, Hertfordshire Community Foundation, Community Alliance Broxbourne and East Herts.
- Hanbury Marriott Golf Ladies and Male Golf Captains Charity of the Year 2022.
- CVS Dragons – coffee mornings at schools
- Community events
- Neurodiversity Support Centre - Involvement with Support Offer Marketing DIGG
- Made connections with Special Needs Health Visitors and Early Years Providers.

Individual bespoke projects

- Engaging several hundred children and young people in numerous activities including driving, water sports, online safety, sporting pursuits, cooking, yoga, Lego club, creative pursuits, aerial relaxation, animal encounters and girls' group. Some of which is nationally accredited.
- Numerous learning and social events for families throughout the year - hugely popular, well attended, and over-subscribed. 1140 places booked for 111 face-to-face activities, 797 places booked for 77 online activities.
- Supportive leisure activities for parent/carers
- Targeted 1:1 therapeutic activities – 345 sessions
- Intensive targeted 1:1 therapeutic activities, 176 sessions with a further 240 planned.
- Retained online activities to include virtual animal encounters, quizzes, Lego, art sessions and cooking lessons.
- Social Communication project launched to last 3 years, first year successfully completed, led by a speech and language therapist.
- Starting SPACE – an introduction to the SEND world for parents/carers and how SPACE can support them.

Improving knowledge, understanding and skill set to improve outcomes for the children, young people, and families that we support

- Autism conference
- Sensory Processing workshops
- Puberty workshops
- EHCP Workshops
- Navigating the SEND world course
- Autistic Girls
- Internet Safety workshops
- Emotional Regulation
- Executive Functioning
- ADHD Foundation parent/carers skills building licenced course
- The Sleep Charity Accredited Sleep Tight course
- Support Groups
- Delivering workshops to professionals for their continued professional development.
- PDD, ODA and ADHD, understanding the difference
- Supporting SEND for Group Leaders

Ongoing COVID-19 Recovery

- As we emerge from the pandemic, we continue to offer online services alongside face-to-face, to ensure accessibility is maintained for families. These include online quiz nights, art sessions, cooking tutorials, online check in and chats/support groups, workshops and courses.
- Our greater presence online has enhanced our accessibility to parent/carers/families and professionals.
- Our face-to-face services have recovered well and are regularly over-subscribed.
- We have kept our families up to date with home learning opportunities.

- We have shared vital information with regards to disseminating information relating to government guidance and relevant statutory guidelines.

Section E Financial review

Brief statement of the charity's policy on reserves

Reserves are held exclusively for the furtherance of the Charitable Objectives. None of the Charity's reserves may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the Charity. The Charity will hold a minimum of 4 months in way of reserve.

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.

Principle sources of funding:

- Hertfordshire County Council
- Hertfordshire Community Foundation
- The Foyle Foundation
- Garfield Weston Foundation
- The Edward Gosling Foundation
- National Lottery
- ECET
- Simon Gibson
- Youth Investment Fund

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)

L HEATHCOTE STAIR

Position (e.g. Secretary, Chair, etc)

CHAIR

Date

27/9/22

2022 TRUSTEES REPORT ON PUBLIC BENEFIT

Principle 1a

- Reduction in social isolation of vulnerable families through:
 - Bespoke carefully orchestrated social opportunities and activities, online and in-person, throughout the year for children, young people and the whole family to attend.
 - Monthly support groups promoting and facilitating a peer support network.
 - Online community support through a closed administrated Facebook Group and Public page.
 - Online and face to face support, guidance and signposting.
 - Raising the profile of the charity and awareness of family's needs within the local community and helping to shape future provisions.
 - Supporting local businesses and services to promote inclusion.
- Improving and advancing the knowledge, understanding and skills of parent/carers and professionals.
 - Online and in-person monthly support groups which may be attended by a guest speaker/ service operating in the field of Special Educational Needs and disabilities (SEND)
 - Themed Conferences for both parent/carers and professionals delivered by SPACE and experts within that field.
 - Online and in-person workshops and courses on a variety of topics throughout the year.
 - Sharing Information and resources through a variety of mediums and organisations.
 - Forging links with other service providers, organisations and charities to educate and instil confidence in working with families that have children and young people with SEND.

Principle 1b

The public benefits of the organisation closely reflect and adheres to the charity's aims, Objects and Constitution. The trustees ensure the charity remains focused on these principles in all decision making.

Principle 1c

The charity benefits are balanced against detriment or harm. The trustees are fully aware of the need and demand from the public on the charity's services therefore the charity must grow to meet this demand. However, the trustees must ensure this pace of growth is realistic and not be in detriment of the team and volunteers running the organisation. SPACE Registered Charity England and Wales no: 117 2178 Supporting Families in Hertfordshire - Autism ADHD and other Neurodiverse Conditions

2022 TRUSTEES REPORT ON PUBLIC BENEFIT

Principle 2a

The direct beneficiaries of the charity are Hertfordshire families with children and young people on the Autistic Spectrum and/or ADHD and other Neurodiverse conditions either with or without diagnosis. Other beneficiaries include the wider community, extended families and profession-also working within the SEND field. The beneficiaries of the charity are in direct keeping with the charity's aims, objectives and constitution.

Principle 2b

The section of the public that can benefit are not unreasonably restricted by geographic location. Although the organisation is a Hertfordshire-based charity as stated in the constitution, the trustees considered the following to ensure maximum accessibility.

- All support groups are not geographically restricted to the area they are hosted in.
- The support groups are spread over various Hertfordshire locations and on various days and times to maximise accessibility.
- There are online support groups that remove geographical restrictions completely, giving access to all of Hertfordshire.
- An appropriate video conferencing platform has been selected that supports a wide range of hardware, including mobile phones. The platform does not have a high barrier to entry from an account, pricing, or accessibility perspective.
- The organisation is mindful to hold events and socials in a variety of Hertfordshire locations subject to venues, opportunities, and cost implications.

Principle 2c

People in poverty are not excluded from the opportunity to benefit.

- There are no joining, membership or subscription fees.
- All support groups, online community and face to face support are free.
- All online activities, courses and workshops are free and involve no travel costs.
- All projects that have received specific funding are offered to families at a nominal charge, this is to ensure their commitment in attendance.
- The charity subsidises activities wherever possible to maximise accessibility.
- Larger events and conferences carry a charge to attend. The Trustees will investigate whether this can be offered as concessions in relation to poverty in the future.

Principle 2d

Any private benefits are incidental.

Declaration: The trustees are satisfied that there has been regard to the guidance issued by the Charity Commission on Public Benefit in decision making and organisation performance.