



BROMLEY PARENT VOICE

Annual Report
2021/22

Charity Commission Number: 1172718

ANNUAL REPORT

Official Information

Highlights of the Year

Trustees Report

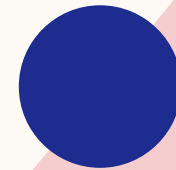
Financial Summary

Receipts and Payments Accounts

Notes to the Accounts

Report Approval

Independent Examiner



INTRODUCTION

Trustees: Inge Lake (Treasurer)
Helen Buckley
Tanya Smith

Lead: Atikah Chowdhury

Steering

Committee: Kayla Dodd
Jo Seymour
Cherry Masterson
Kerry DeMello

OFFICIAL INFORMATION

Objectives and Activities:

Bromley Parent Voice is an independent charity & parent carer forum overseen by a board of trustees.

The trustees manages the governance of Bromley Parent Voice to ensure it fulfils its vision and objectives.

The objectives of the forum are:

- To empower parents & carers of children/young people with SEND to get the best possible services & outcome for them
- To work in coproduction with stakeholders to improve services
- To provide a signposting service and a safe space for parents & carers to connect and get support

The steering group of parent/carers representatives set the strategic direction and vision as well as managing the forum's activities. The steering group carries out the forum's community outreach work in the borough. The steering group and trustees are both supported by the administration lead.

The steering group is responsible for representing the views of a wider group of parents/carers of children/young people with SEND & they meet monthly to discuss the charity's activities.

IMPORTANT ANNOUNCEMENT ON THE FUTURE OF BPV & HOW IT IS FUNDED

Until recently Bromley Parent Voice was, like many NNPCF Parent Carer Forums, funded in part by a small grant from the Department for Education. To be awarded this grant, we needed to fulfil a set of criteria which has increasingly placed great demands upon us particularly as BPV is a tiny organisation run by a small but dedicated group of carer volunteers.

BPV has represented the voice of carers over many years but for this to continue, we need more parents & carers to join our organisation to represent the voices of families of children/YP with SEND. BPV is a small organisation dependent on the goodwill of a group of volunteers and a board of trustees and we felt that we were better able to support our members as an independent charity.

A great deal of the Trustee & Steering group's time has been spent trying to ensure that we meet the conditions to access the DofE grant. This has, at times, taken us away from where we believe our time is best spent – helping our members and their children and young people with SEND.

What does this mean for our members?

- You do not need to take any action if you wish to remain a member of BPV and continue to receive the benefits of that membership.
- We will continue to work closely with other charities and organisations involved in SEND locally including the Local Authority and schools.
- Now that we are fully independent, we can be more responsive to the needs of those we serve and pursue alternative avenues of funding and partnerships than before.
- Our Board capacity to support our Steering Group and seek additional funding will increase now that the demands on our time from elsewhere have reduced.
- We can enhance our social media offer and forge closer links with organisations that would be beneficial to our members.
- We will be able to better utilise help from skilled members of our community who may not be parent carers themselves but still share our values and want to help us in supporting you.

BPV Activities 2021 - 2022

April 21 – Virtual Coffee Morning La Fontaine School

April 21 - London Borough of Bromley SEND Governance Board (online)

May 21 – Virtual Coffee Morning Crofton Junior School

June 21 Coffee Morning Caspa Café

July 21 – London Borough of Bromley SEND Governance Board (online)

Sept 21 - London Borough of Bromley SEND Governance Board (online)

Oct 21 – LBB Transition Event, St. Justus School

March 22 - LBB Pop up SEND event at Bromley Shopping centre

X 2 BPV coffee mornings

April 22 – Bromley Children & Family Forum Easter Egg Hunt

X 2 BPV coffee mornings

LBB SEND Transition Event

Children & Family Project Autism Support Coffee morning

Coffee morning with the KCUT Learning Disability Liaison Nurse

May 22- x 2 school visits – 19th & 25th

SEND Review Engagement sessions

X 2 BPV Coffee mornings

June 22 - Joint BPV coffee morning with Bromley SEND Dept

July 22 - Parents/Carers Coffee Morning x 2

London Borough of Bromley SEND Governance Board

London Borough of Bromley Autism Board

Sept 22 - BPV Carers Coffee Morning x 2

Oct 22 - School Visit: Stuart Flemming

London Borough of Bromley SEND Governance Board

BPV becomes an official Children in Need Essential Grant Referrer

Nov 22 - London Borough of Bromley Autism Board

BPV SEND Carers Coffee Morning x 2

Bromley Voluntary Sector Meeting

Dec 22 - SEND Diversity Project Launch

BPV SEND Carers Coffee Morning x 2

London Borough of Bromley Innovation Project Launch

LBB Integration Therapy Project Collaboration

MEMBERSHIP GROWTH

	December 2020	December 2021	December 2022	
E-Bulletin	1018	1075	1107	
Twitter	350	860	1115	

FINANCE REPORT

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BPV received its final 21/22 parent/carers participation grant from the Department for Education in two tranches in Dec 2021 & Jan 2022.

In the 2021/22 financial year, the forum has used the grant to fund IT infrastructure & helpdesk support, IT security packages, training and mentoring for BPV volunteers, Trustee training and remunerate parent/carers for their time participating in official meetings with stakeholders.

The pandemic has hit BPV quite hard financially as the contract with LBB came to an end in 2020 as well as the DfE grant from 2022 onwards so BPV is now self funded. BPV received a grant of £400 from the National Lottery Community Fund in the summer of 2021 so that we can continue hosting our popular coffee mornings for SEND parents & carers.

To ensure BPV can continue providing support to parents and carers in Bromley we have had to make many changes, most of which were cost saving exercises. Atikah Chowdhury will no longer be a paid member of staff starting January 2023 with most of her duties being fulfilled by members of the steering committee, she will continue to be involved as an unpaid volunteer.

Without additional funding or grants BPV will be able to continue operating for approximately 2 years. Applications for new funding are ongoing.

RECEIPT & PAYMENT ACCOUNT
FINANCIAL ACTIVITIES APRIL 21 – MARCH 22

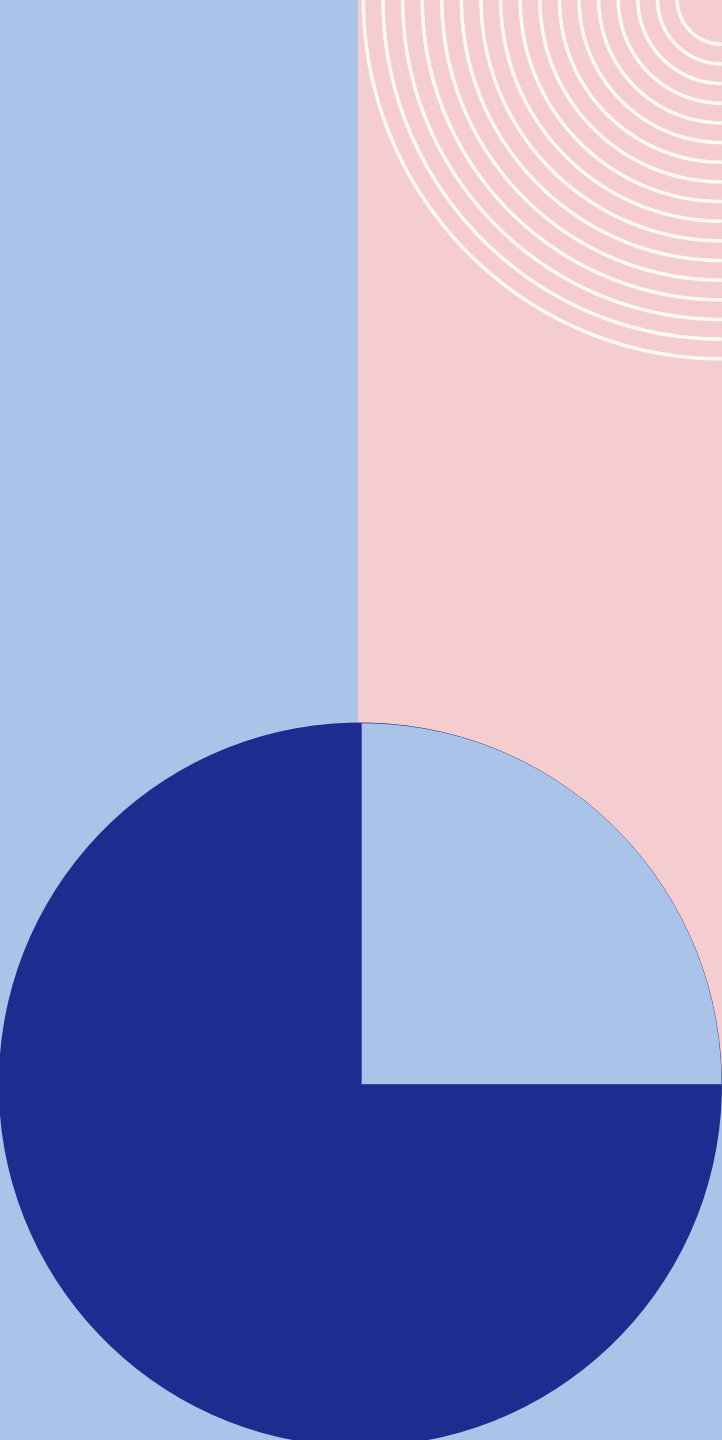
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Bromley Parent Voice Financial Activities April 2021 - March 2022			
Total			
	Apr 2021 - Mar 2022	Apr 2020 - Mar 2021 (PY)	
Income			
COVID Grant		4,000.00	
DFE Grant	20,134.98		
Discretionary Grant	400.00		
Donations and legacies	210.78	5,000.00	
LBB Contact Grant		15,674.29	
Total Income	£ 20,745.76	£ 24,674.29	
Total	£ 20,745.76	£ 24,674.29	
Expenditures			
Admin & governance			
Accountancy	500.00	500.00	
Computer repairs	827.98	3,801.16	

RECEIPT & PAYMENT ACCOUNT
FINANCIAL ACTIVITIES APRIL 21 – MARCH 22 – PART 2

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Insurances			230.16		
Office/General Administrative Expenses	408.00		307.08		
Service Charge			500.00		
Telephone	174.89		235.74		
Total Admin & governance	£ 1,910.87	£ 5,574.14			
Events	100.00				
Independent Support (E)					
Parent carer remuneration			163.68		
Total Independent Support (E)	£ 0.00	£ 163.68			
Meetings					
Rent	1,190.00		1,140.00		
Zoom		172.68			
Total Meetings	£ 1,362.68	£ 1,140.00			
Miscellaneous					29.99
Refreshments		33.00			
Total Miscellaneous	£ 33.00	£ 29.99			



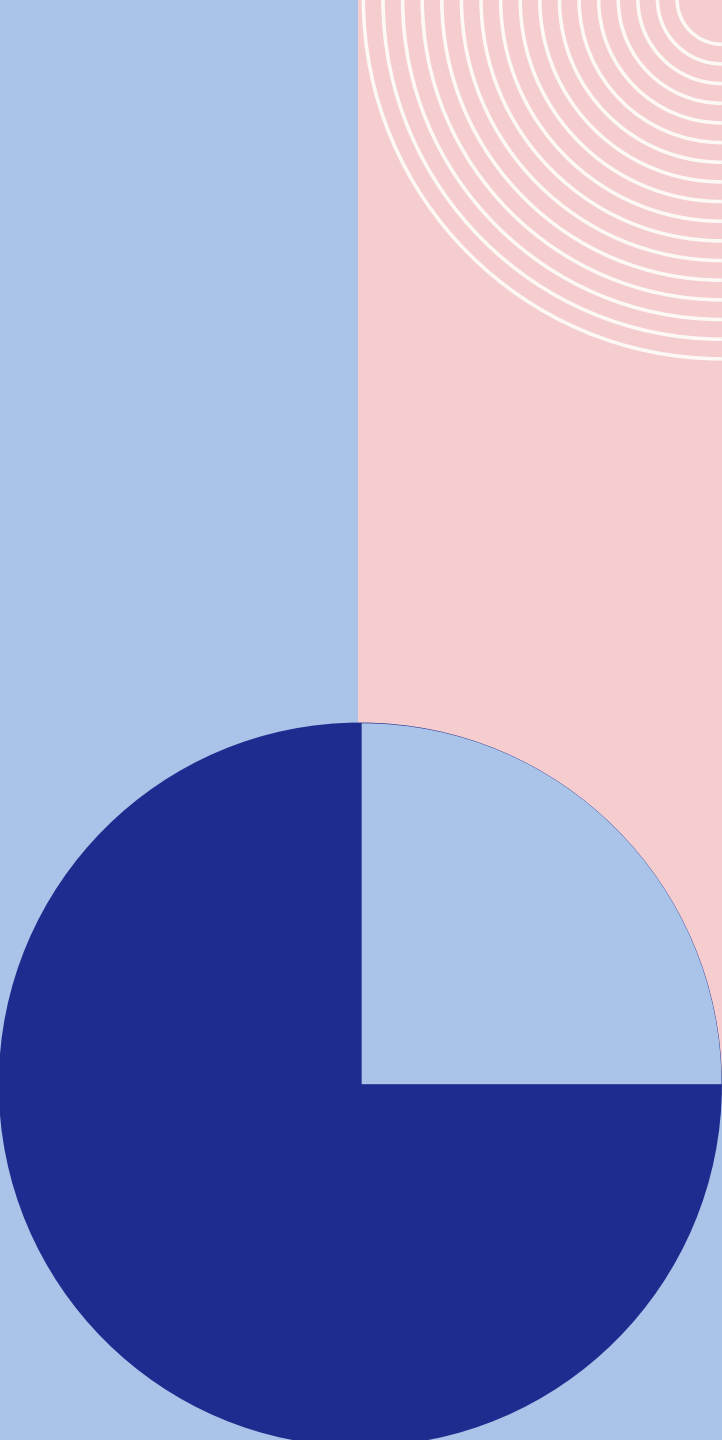
RECEIPT & PAYMENT ACCOUNT
FINANCIAL ACTIVITIES
APRIL 21 – MARCH 22 – PART 3

Total				
Miscellaneous	£	33.00	£	29.99
Other				
Professional				
Services				504.00
Payroll				
Expenses				
Pension		151.20		129.60
Taxes		28.01		44.70
Wages		11,280.00		15,240.00
Total				
Payroll				
Expenses	£	11,459.21	£	15,414.30
Staff Costs				
Payroll				
Expenses				-1,380.00
Total Staff				
Costs	£	0.00	-£	1,380.00
Total				
Expenditures	£	14,865.76	£	21,446.11
Net				
Operating				
Income	£	5,880.00	£	3,228.18
Other				
Expenditures				
Pensions				-9.84
Total Other				
Expenditures	£	0.00	-£	9.84
Net Other				
Income	£	0.00	£	9.84
Net				
Income/(Expe				
nditure)	£	5,880.00	£	3,238.02

**Bromley Parent Voice
Balance Sheet
As of March 31, 2022**

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	Total	
	As of Mar 31, 2022	As of Mar 31, 2021 (PY)
Fixed Asset		
Tangible assets		
Computer Costs	1,258.08	1,258.08
Fixtures and Fittings Cost	1,004.00	1,004.00
Total Tangible assets	£ 2,262.08	£ 2,262.08
Total Fixed Asset	£ 2,262.08	£ 2,262.08
Cash at bank and in hand		
Cash on hand	65.69	65.69
Treasurers Account (4268)	17,228.74	11,392.93
Total Cash at bank and in hand	£ 17,294.43	£ 11,458.62
Net current assets	£ 17,294.43	£ 11,458.62
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	0.00	0.00
Total Trade Creditors	£ 0.00	£ 0.00
Current Liabilities		
Other Payroll Deductions	0.00	0.00
Payroll Clearing	-47.70	-0.18
Payroll Liabilities		
HMRC	99.60	125.67
Pension	134.96	105.56
Total Payroll Liabilities	£ 234.56	£ 231.23
Tax and National Insurance	0.00	0.00
Total Current Liabilities	£ 186.86	£ 231.05
Total Creditors: amounts falling due within one year	£ 186.86	£ 231.05
Net current assets (liabilities)	£ 17,107.57	£ 11,227.57
Total assets less current liabilities	£ 19,369.65	£ 13,489.65



BPV BALANCE SHEET CONTINUED

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Total net assets (liabilities)	£	19,369.65	£ 13,489.65
Charity funds			
Retained Earnings		13,489.65	10,251.63
Surplus/(Deficit)		<u>5,880.00</u>	<u>3,238.02</u>
Total Charity funds	£	19,369.65	£ 13,489.65

NOTES TO THE ACCOUNTS

BPV applied for the £17,500 participation grant from the Department for Education in two tranches and received the funding for the year 21/22 but not for the financial year 22/23.

BPV is currently using its reserve funds to operate a full service for its members.
2021/22 resulted in the funding of:

£17,500 raised from the 2020/2021 DfE participation grant

£400 from National Lottery Community Fund

Total	£17,900
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BPV parent representatives are to be reimbursed for expenses.

➤ Reserves at the period end are £5880.00 March 2022 of unrestricted expenditure.

REPORT APPROVAL

This report is an accurate reflection of the 2021/22 achievements and future aspirations of the charitable organisation, Bromley Parent Voice (BPV).

It is apt to take this opportunity to extend our thanks and sincere appreciation to all our members & wider team who have enabled BPV to inform and involve local families to influence positive change.

We continue to adhere to our financial procedures policy. Significant risks to the charity have been identified and strategies developed to counteract and prevent these risks. This policy is reviewed by the trustees in line with the planned schedule of policy and procedure review or as necessary.

This policy will also be reviewed by all existing and newly appointed trustees at the charity's annual general meeting (AGM) and signed on their behalf by:

Mrs. Inge Lake

ACTING CHAIR OF TRUSTEES

30 JAN 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BPV

I report on the financial statements for the period ended 31st March 2022 et out on pages.

Respective responsibilities of trustees and examiner:

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the charities act 2011 (the charities act) and that an independent examination is needed.

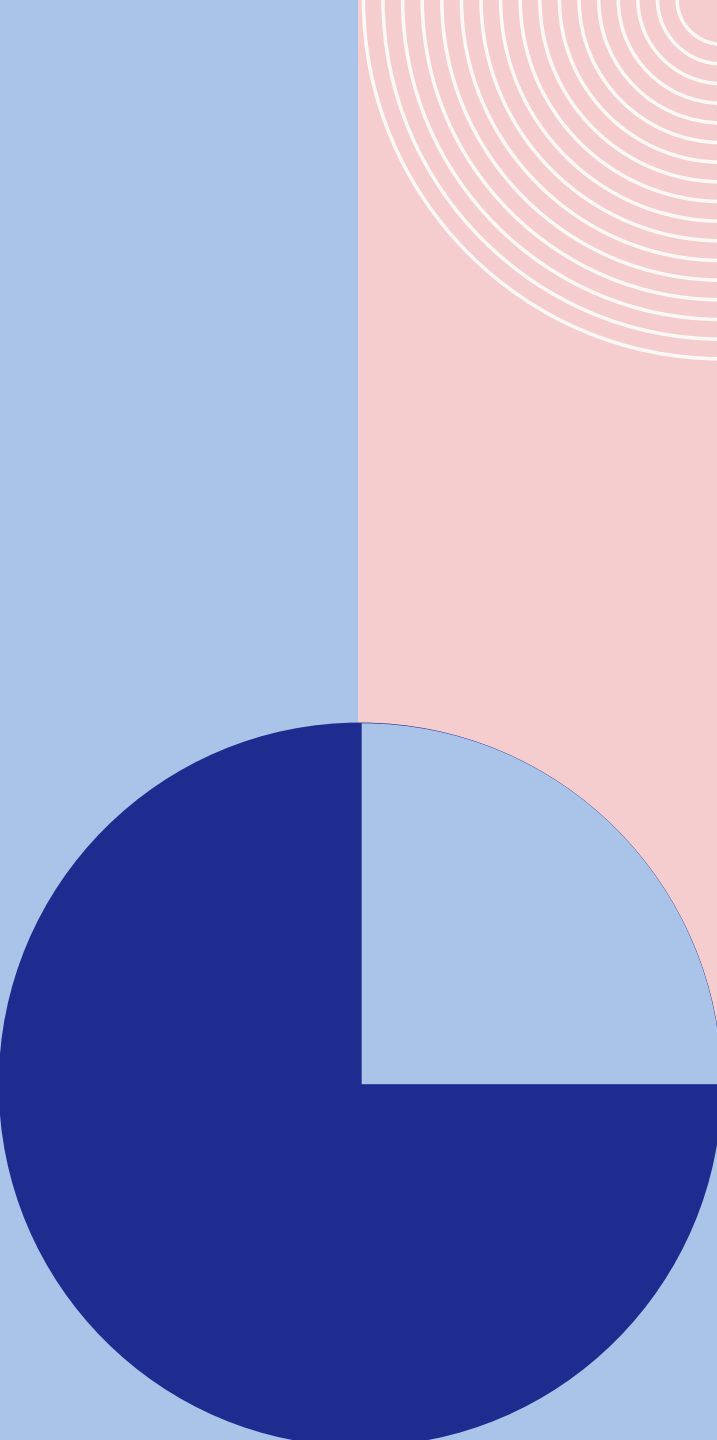
It is my responsibility to:

Examine the accounts under section 145 of the 2011 charities act,

Follow the procedures laid down in the general directions given by the charity commission (under section 145(5)(b) of the 2011 act, and

State whether particular matter have come to my attention.

Continued on next page



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 you as 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 next statement.

Independent examiner's statement:

In connection with my examination, no matter has come to my attention

1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- To keep accounting records in accordance with section 130 of the 2011 act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 act have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Joanna Josiah FCCA

12 Mead Crescent

Dartford

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THANK YOU

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