

# **Airedale and Wharfedale Autism Resource**

Charity number 1172753

## **Annual Report and Financial Statements for the year ended 31 March 2021**



West Yorkshire Community Accounting Service

# **Airedale and Wharfedale Autism Resource**

## **Annual Report and Financial Statements for the year ended 31 March 2021**

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**Prepared by West Yorkshire Community Accounting Service**

# **Airedale and Wharfedale Autism Resource**

## **Trustees' report for the year ended 31 March 2021**

### **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>
Geoff Winnard	Chair	
Rebecca Smith	Treasurer	
Lorna Gray		
Karen Mitchell		
Nathan Randell		
Andie Joy		Resigned 6 July 2020
Lynne Fryer		
Laura Bolton		
Ann McKercher		
Jas Baxter		Appointed 6 July 2020

**Charity number** 1172753

**Principal address**  
2 Royd House Way  
Keighley  
BD21 4TY

### **Bankers**

Santander UK 301 St Vincent Street Glasgow G2 5NT	Virgin Money plc Jubilee House Gosforth Newcastle upon Tyne NE3 4PL
Shawbrook Bank Ltd Warley Hill Business Park Great Warley Brentwood Essex CM13 3BE	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling ME19 4JQ

### **Independent examiner**

Stephen Procter

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) formed on 25 April 2017.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **Airedale and Wharfedale Autism Resource**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Objectives and activities**

#### **The charity's objects**

The objects of the CIO are:

The relief of need and the advancement of the health and wellbeing of people of all ages who have an autistic spectrum condition (and who may suffer from related conditions), whether or not formally diagnosed, and their families and carers; in particular, but not exclusively, by the provision of support and social opportunities.

The advancement of education, in particular, but not exclusively by:

(a) Increasing public awareness of the needs and challenges of people with an autistic spectrum condition (and who may suffer from related conditions) and their families and carers.

(b) By providing information and training opportunities to individuals with an autistic spectrum condition and to people working with or supporting individuals with an autistic spectrum condition.

#### **The charity's main activities**

To relieve people of all ages who are diagnosed with an autistic spectrum disorder and in particular by the provision of support and assistance to such persons and their families and their carers.

To increase public awareness regarding the problems and circumstances of people with autistic spectrum disorders and their families and carers and to encourage acceptance in the community.

#### **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 support of families and children living with autism in the Airedale and Wharfedale areas.

#### **Achievements and performance**

AWARE has been actively looking for new ways of working and opportunities for partnership to support our growing membership throughout the pandemic and, in particular, to reach out to families in Bradford who are not yet part of the AWARE community. Most of AWARE's face to face support in this period was on hold because of the COVID-19 restrictions but we did our best to support our families in different and new ways and we believe that the huge increase of 47.5% in our membership since March 2019 shows a) how much we are needed and b) how successful we have been at adapting.

We are continuing to run our Moving On group on Zoom, although meeting up in person when allowed. Our various parenting activities (support groups and training) are also facilitated on Zoom, mainly during term-time. Throughout the pandemic in particular, our Facebook profile has increased greatly with more members joining the closed group and many more visitors to AWARE's open page.

In the first lockdown, we were unable to run youth clubs and play schemes, but we have been allowed to offer this face to face support to families, albeit in a very different format with fewer people, since the end of July (apart from when we had a local lockdown). We have also been running play schemes with similarly reduced numbers in all the school holidays.

As a result of our BEAT project we are working more intensively with families whose child/young person is on the assessment waiting lists and we are also working closely with various partners (Born in Bradford, MyMup and the Local offer) through parent and youth led focus groups on Zoom to reflect the autism perspective.

#### **Covid-19**

The financial position of the charity is reviewed on a regular basis. The charity's accountant produces monthly budgets/forecasts/financial statements. These are provided to the Trustees and discussed at quarterly management meetings. Income and expenditure is broken down by income stream so that variances and changes can be readily identified.

As part of the 2021 Lottery Community Fund application we undertook a detailed review of forecast income and expenditure, as required, to demonstrate to the Lottery Funding Panel that AWARE could deliver on several key outcomes. A key element of the application to the Lottery was the preparation of forecasts from 2021 to 2024, including details of key assumptions and risk factors.

# **Airedale and Wharfedale Autism Resource**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Covid-19 (continued)**

Also as part of the Lottery funding application the charity determined that if the application was unsuccessful this would cast doubt on our ability to continue as a going concern. In March 2021 we were notified that our funding application had been successful and AWARE was awarded £425,000 for the years 2021 to 2025.

Future grant income is therefore secure in the short to medium term. Whilst there has been some impact on fundraising in other areas due to the impact of Covid-19 restrictions, we expect fundraising activities will recover in the short term as restrictions are lifted.

### **Financial review**

The net receipts for the year were £18,622, including net expenditure of £5,111 on unrestricted funds and net receipts of £23,733 on restricted funds.

### **Reserves policy**

The charity's free reserves at the year end were £49,196.

AWARE has a wish to have between 3 and 6 months running costs in cash reserves in case of a major issue such as loss of funding.

This policy will be considered again during the current year to ensure it is still appropriate.

Signed on behalf of the board of trustees on .....

Signed: ..... (Trustee)

Name: .....

## **Airedale and Wharfedale Autism Resource**

### **Independent examiner's report to the trustees of Airedale and Wharfedale Autism Resource Charitable Incorporated Organisation ('the**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021, which are set out on pages 6 to 10.

#### **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.

Signed: .....

Name: Stephen Procter

Date: .....

#### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# Airedale and Wharfedale Autism Resource

## Receipts and payments account for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Receipts</b>					
Grants and donations	(2)	7,090	118,328	125,418	106,678
Fees and subscriptions		10,058	-	10,058	12,048
Fundraising		488	-	488	3,847
Refreshments		96	-	96	665
Bank interest		242	-	242	282
<b>Total receipts</b>		<b>17,974</b>	<b>118,328</b>	<b>136,302</b>	<b>123,520</b>
<b>Payments</b>					
Staff costs	(3)	15,453	70,117	85,570	88,778
Travel and other staff costs		78	614	692	3,579
Staff training		47	749	796	4,332
Volunteer and committee expenses		183	-	183	1,159
Rent and office space		-	962	962	808
Maintenance		-	11	11	228
Administration, postage and stationery		57	335	392	885
Telephone and broadband		55	1,086	1,141	715
Insurance		1,004	-	1,004	984
Books, publications and subscriptions		-	524	524	269
Independent examination		-	744	744	720
Equipment and materials		-	573	573	947
Activities and events		1,518	784	2,302	19,149
Health and safety		39	298	337	-
Professional fees		-	-	-	24
Fundraising costs		-	-	-	650
IT costs		312	502	814	905
Business development		-	-	-	977
Training		5,330	15,990	21,320	14,452
DBS checks		-	131	131	118
Bank charges		95	61	156	149
Other payments		28	-	28	224
<b>Total payments</b>		<b>24,199</b>	<b>93,481</b>	<b>117,680</b>	<b>140,052</b>
<b>Net receipts / (payments)</b>		<b>(6,225)</b>	<b>24,847</b>	<b>18,622</b>	<b>(16,532)</b>
Transfers between funds		1,114	(1,114)	-	-
<b>Net movement in funds after transfers</b>		<b>(5,111)</b>	<b>23,733</b>	<b>18,622</b>	<b>(16,532)</b>
<b>Fund balances brought forward</b>		<b>54,307</b>	<b>63,884</b>	<b>118,191</b>	<b>134,723</b>
<b>Fund balances carried forward</b>	(4)	<b>49,196</b>	<b>87,617</b>	<b>136,813</b>	<b>118,191</b>

# Airedale and Wharfedale Autism Resource

## Statement of assets and liabilities

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
CAF Cash account	1,355	43,164	44,519	21,049
CAF Gold account	639	26,453	27,092	27,080
Shawbrook deposit account	22,120	-	22,120	21,891
Virgin Money	24,578	18,000	42,578	42,578
Santander current account	-	-	-	4,518
Santander deposit account	-	-	-	38
Cash in hand	504	-	504	1,037
<b>Total cash funds</b>	<b>49,196</b>	<b>87,617</b>	<b>136,813</b>	<b>118,191</b>

### Assets retained for the charity's own use

5 laptop computers  
 2 colour laser printers  
 Trampoline and accessories (spotting decks, 4 safety mats, lifter)  
 3 i-pads  
 Pool table  
 Bouncy castle  
 Light suite installed at Addingham Youth Centre  
 Computer games consoles, games and accessories  
 (2 x X Box 360, Wii, 3 x PlayStation 2)  
 Electric cooker  
 Camera equipment - 8 digital cameras and 3 photo printers

### Liabilities

	£
Independent examination	744
HMRC payroll taxes and pension	2,208
	<u>2,952</u>

### Approval of the accounts

The financial statements were approved by the board of trustees on .....

Signed: ..... (Trustee)

Name: .....

# **Airedale and Wharfedale Autism Resource**

## **Notes to the accounts**

### **for the year ended 31 March 2021**

#### **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.

# Airedale and Wharfedale Autism Resource

## Notes to the accounts continued for the year ended 31 March 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Bradford MDC - Saturday Club	-	2,500	2,500	1,810
Bradford MDC Early Years Grant	-	12,500	12,500	7,240
Groundworks (Tesco)	1,000	-	1,000	-
Local Giving	-	190	190	-
Lottery Community Fund	-	30,500	30,500	61,000
NHS Pre-Diagnosis (BEAT)	-	61,732	61,732	-
UK Youth Fund	-	10,906	10,906	-
Adamson Trust	-	-	-	1,000
Awards for All (2019)	-	-	-	10,000
Bailey Thomas	-	-	-	8,000
Ilkley Round Table	-	-	-	6,118
Jump	-	-	-	1,465
Sovereign Healthcare	-	-	-	5,000
Donations	6,090	-	6,090	5,045
	<u>7,090</u>	<u>118,328</u>	<u>125,418</u>	<u>106,678</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	82,142	84,471
Social security costs	5,447	4,823
Employment allowance	(4,000)	(3,000)
Pensions	1,981	2,134
Payroll fees	-	350
	<u>85,570</u>	<u>88,778</u>

The average number employees during the year was 8, being an average of 3.3 full time equivalent (2020: 8, 3.8 FTE). There were no employees with emoluments above £60,000.

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BMDC - Early Years Grant	3,763	12,500	6,657	-	9,606
BMDC - Saturday Club	2,139	2,500	90	-	4,549
Adamson Trust	1,000	-	-	-	1,000
Awards for All (2019)	5,450	-	5,800	350	-
Bailey Thomas	8,000	-	-	-	8,000
Ilkley Round Table	6,118	-	-	-	6,118
Jump	1,465	-	-	-	1,465
Local Giving	-	190	190	-	-
Lottery Community Fund	30,981	30,500	58,055	-	3,426
NHS Pre-Diagnosis (BEAT)	(1,496)	61,732	11,783	-	48,453
Sovereign Healthcare	5,000	-	-	-	5,000
UK Youth Fund	-	10,906	10,906	-	-
Yorkshire Bike Library	1,464	-	-	(1,464)	-
	<u>63,884</u>	<u>118,328</u>	<u>93,481</u>	<u>(1,114)</u>	<u>87,617</u>

# **Airedale and Wharfedale Autism Resource**

## **Notes to the accounts continued for the year ended 31 March 2021**

### **4 Restricted funds (continued)**

<b>Fund name</b>	<b>Purpose of restriction</b>
BMDC - Early Years Grant	Towards costs of parent training.
BMDC - Saturday Club	Towards the costs of running the Saturday Club.
Adamson Trust	Towards the costs of residential.
Awards for All (2019)	For parent training. (Transfer in respect of item coded to the fund but should have been allocated to general funds.)
Bailey Thomas	Towards the costs of residential.
Ilkley Round Table	Towards the costs of residential.
Jump	To deliver sports themed activity days.
Local Giving	For activity costs.
Lottery Community Fund	Towards salaries and all other general running costs.
NHS Pre-Diagnosis (BEAT)	To fund pre-diagnosis support for parents and carers.
Sovereign Healthcare	Towards the costs of residential.
UK Youth Fund	Towards the costs of youth projects.
Yorkshire Bike Library	For running cycling sessions. (Balance on fund permitted to be used for supporting other activities, therefore transferred to general funds.)

### **5 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.

# **Airedale and Wharfedale Autism Resource**

Charity number 1172753

## **Annual Report and Financial Statements for the year ended 31 March 2021**



West Yorkshire Community Accounting Service

# **Airedale and Wharfedale Autism Resource**

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# **Airedale and Wharfedale Autism Resource**

## **Trustees' report for the year ended 31 March 2021**

### **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>
Geoff Winnard	Chair	
Rebecca Smith	Treasurer	
Lorna Gray		
Karen Mitchell		
Nathan Randell		
Andie Joy		Resigned 6 July 2020
Lynne Fryer		
Laura Bolton		
Ann McKercher		
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**Charity number** 1172753

**Principal address**  
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### **Independent examiner**

Stephen Procter

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### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) formed on 25 April 2017.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **Airedale and Wharfedale Autism Resource**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Objectives and activities**

#### **The charity's objects**

The objects of the CIO are:

The relief of need and the advancement of the health and wellbeing of people of all ages who have an autistic spectrum condition (and who may suffer from related conditions), whether or not formally diagnosed, and their families and carers; in particular, but not exclusively, by the provision of support and social opportunities.

The advancement of education, in particular, but not exclusively by:

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#### **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 support of families and children living with autism in the Airedale and Wharfedale areas.

#### **Achievements and performance**

AWARE has been actively looking for new ways of working and opportunities for partnership to support our growing membership throughout the pandemic and, in particular, to reach out to families in Bradford who are not yet part of the AWARE community. Most of AWARE's face to face support in this period was on hold because of the COVID-19 restrictions but we did our best to support our families in different and new ways and we believe that the huge increase of 47.5% in our membership since March 2019 shows a) how much we are needed and b) how successful we have been at adapting.

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# **Airedale and Wharfedale Autism Resource**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Covid-19 (continued)**

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Signed on behalf of the board of trustees on .....

Signed: ..... (Trustee)

Name: .....

## **Airedale and Wharfedale Autism Resource**

### **Independent examiner's report to the trustees of Airedale and Wharfedale Autism Resource Charitable Incorporated Organisation ('the**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021, which are set out on pages 6 to 10.

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- 2 the accounts do not accord with those records.

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Signed: .....

Name: Stephen Procter

Date: .....

#### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
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# Airedale and Wharfedale Autism Resource

## Receipts and payments account for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Receipts</b>					
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<b>Net movement in funds after transfers</b>		<b>(5,111)</b>	<b>23,733</b>	<b>18,622</b>	<b>(16,532)</b>
<b>Fund balances brought forward</b>		<b>54,307</b>	<b>63,884</b>	<b>118,191</b>	<b>134,723</b>
<b>Fund balances carried forward</b>	(4)	<b>49,196</b>	<b>87,617</b>	<b>136,813</b>	<b>118,191</b>

# Airedale and Wharfedale Autism Resource

## Statement of assets and liabilities

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
CAF Cash account	1,355	43,164	44,519	21,049
CAF Gold account	639	26,453	27,092	27,080
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<b>Total cash funds</b>	<u>49,196</u>	<u>87,617</u>	<u>136,813</u>	<u>118,191</u>

### Assets retained for the charity's own use

5 laptop computers  
 2 colour laser printers  
 Trampoline and accessories (spotting decks, 4 safety mats, lifter)  
 3 i-pads  
 Pool table  
 Bouncy castle  
 Light suite installed at Addingham Youth Centre  
 Computer games consoles, games and accessories  
 (2 x X Box 360, Wii, 3 x PlayStation 2)  
 Electric cooker  
 Camera equipment - 8 digital cameras and 3 photo printers

### Liabilities

	£
Independent examination	744
HMRC payroll taxes and pension	<u>2,208</u>
	<u>2,952</u>

### Approval of the accounts

The financial statements were approved by the board of trustees on .....

Signed: ..... (Trustee)

Name: .....

# **Airedale and Wharfedale Autism Resource**

## **Notes to the accounts**

### **for the year ended 31 March 2021**

#### **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.

# Airedale and Wharfedale Autism Resource

## Notes to the accounts continued for the year ended 31 March 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Bradford MDC - Saturday Club	-	2,500	2,500	1,810
Bradford MDC Early Years Grant	-	12,500	12,500	7,240
Groundworks (Tesco)	1,000	-	1,000	-
Local Giving	-	190	190	-
Lottery Community Fund	-	30,500	30,500	61,000
NHS Pre-Diagnosis (BEAT)	-	61,732	61,732	-
UK Youth Fund	-	10,906	10,906	-
Adamson Trust	-	-	-	1,000
Awards for All (2019)	-	-	-	10,000
Bailey Thomas	-	-	-	8,000
Ilkley Round Table	-	-	-	6,118
Jump	-	-	-	1,465
Sovereign Healthcare	-	-	-	5,000
Donations	6,090	-	6,090	5,045
	<u>7,090</u>	<u>118,328</u>	<u>125,418</u>	<u>106,678</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	82,142	84,471
Social security costs	5,447	4,823
Employment allowance	(4,000)	(3,000)
Pensions	1,981	2,134
Payroll fees	-	350
	<u>85,570</u>	<u>88,778</u>

The average number employees during the year was 8, being an average of 3.3 full time equivalent (2020: 8, 3.8 FTE). There were no employees with emoluments above £60,000.

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BMDC - Early Years Grant	3,763	12,500	6,657	-	9,606
BMDC - Saturday Club	2,139	2,500	90	-	4,549
Adamson Trust	1,000	-	-	-	1,000
Awards for All (2019)	5,450	-	5,800	350	-
Bailey Thomas	8,000	-	-	-	8,000
Ilkley Round Table	6,118	-	-	-	6,118
Jump	1,465	-	-	-	1,465
Local Giving	-	190	190	-	-
Lottery Community Fund	30,981	30,500	58,055	-	3,426
NHS Pre-Diagnosis (BEAT)	(1,496)	61,732	11,783	-	48,453
Sovereign Healthcare	5,000	-	-	-	5,000
UK Youth Fund	-	10,906	10,906	-	-
Yorkshire Bike Library	1,464	-	-	(1,464)	-
	<u>63,884</u>	<u>118,328</u>	<u>93,481</u>	<u>(1,114)</u>	<u>87,617</u>

# **Airedale and Wharfedale Autism Resource**

## **Notes to the accounts continued for the year ended 31 March 2021**

### **4 Restricted funds (continued)**

<b>Fund name</b>	<b>Purpose of restriction</b>
BMDC - Early Years Grant	Towards costs of parent training.
BMDC - Saturday Club	Towards the costs of running the Saturday Club.
Adamson Trust	Towards the costs of residential.
Awards for All (2019)	For parent training. (Transfer in respect of item coded to the fund but should have been allocated to general funds.)
Bailey Thomas	Towards the costs of residential.
Ilkley Round Table	Towards the costs of residential.
Jump	To deliver sports themed activity days.
Local Giving	For activity costs.
Lottery Community Fund	Towards salaries and all other general running costs.
NHS Pre-Diagnosis (BEAT)	To fund pre-diagnosis support for parents and carers.
Sovereign Healthcare	Towards the costs of residential.
UK Youth Fund	Towards the costs of youth projects.
Yorkshire Bike Library	For running cycling sessions. (Balance on fund permitted to be used for supporting other activities, therefore transferred to general funds.)

### **5 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.

## Airedale and Wharfedale Autism Resource

### Management letter issues for the accounting period 1 April 2020 to 31 March 2021.

Please take some time at your next meeting to consider the following issues arising from our work.

**Priority 1** issues must be addressed promptly, providing evidence that they have been actioned provided for the next accounting year.

**Priority 2** issues are good practice and will improve your organisation's financial management systems.

**Priority 3** issues are for your information or requests from WYCAS.

Support to action any of these points is available from WYCAS.

Issue	Recommendation / Tips for improvement	Priority (1=High)
Pages to sign	Please sign pages 4 and 7 in black ink	1
Filing deadline for CIOs. As the organisation is a CIO you must complete an online annual return and upload pdf accounts via the Charity Commission website by the date shown opposite. Do not scan your signed accounts, please use the pdf accounts that we sent you after the accounts were approved, which show the name of the person who signed the accounts and the date signed.	31 January 2022	1
Tax agent	We are noticing more and more that HMRC are making requests to charities to file a corporation tax return, even though they will have no tax to pay. They tend not to require one every year but if a filing deadline is missed there is a late filing penalty of £100. If you have had any correspondence from HMRC regarding corporation tax and you have a unique tax reference (it will be in the format 923 12345 12345 A) can you please let us know. This will enable us to register as your tax agent which means that we will get copies of any notices or reminders so that we can make sure that any deadlines are not missed. It also means that we can talk to HMRC on your behalf if you need us to. If you have not had any such correspondence then I would not pursue HMRC but if you do get a notice to file sometime in the future please let us know and we can register then.	2
Please remember to complete the WYCAS online survey.	See link on management letter or request a printed copy from your community accountant.	3