Trustees' Annual Report for the period

	Period start date				Period end date		
From	06	04	2020	To	05	04	2021

Section A Reference and administration details

Charity name	ASD Helping Hands
Other names charity is known by	
Registered charity number (if any)	1175729
Charity's principal address	Room 219 Breckland Business Centre
	St Withburga Lane, Dereham, Norfolk
	UK
	Postcode NR19 1FD

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	Caroline Baldwin	Chair		
2	Carol Farrow	Trustee		
3	Lisa Harris	Secretary		
4	Stephen Adcock	Treasurer		
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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

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Julie Adcock – CEO/Founder Lee Gibbons- Operations Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted Nov 2017
How the charity is constituted (eg. trust, association, company)	charitable incorporated organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed for a term of 3 years by a resolution convened at a meeting of the Charities Trustees

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.

All trustees are made aware of their role and responsibilities using training provided by NCVO and this needs to be completed within 3 months of appointment to their position or before the next scheduled trustee meeting, which ever is closest. All policies and procedures are readily available for each trustee member using our online portal via the charities website.

The Charity operates as an independent body from any statutory/governmental body or charity. We do however adopt the guidelines of recruitment, safeguarding and risk management from a variety of organisations.

Trustees meet at least 4 times a year one of which constitutes as the Annual General Meeting (AGM)

Section C Objectives and activities

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

ASD Helping Hands objectives as set out in the governing document are as below:

- Support and assistance for those affected by an Autism Spectrum Disorder (ASD) and co-morbid conditions
- Promotion of equality and diversity
- Provision of recreational groups and outings
- Co operating and supporting other organisations in the work where their objectives fall in line with our own.

It is our mission to support all those affected by an Autism Spectrum

condition whether they are diagnosed, undiagnosed or a family member or professional working with someone on the Autism Spectrum

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)

Summer 2020

Due to the ongoing Covid019 Pandemic and the statutory restrictions placed on meeting with those from outside of your household we were unable to hold any specialized events such as our support groups and Activity days. We did how ever begin to host online support groups which had a good level of participation to begin with but soon dropped off. During these we hosted Q&A sessions with professionals, run family games and quizzes and other activities.

Autumn 2020

In Autumn 2020 we had begun to trial running our support groups again with reduced numbers and covid restrictions in place. These were received well, and we were able to return to running these regularly until we were mandated not to hold gatherings due to the Covid-19 response once again. We deemed that due to our service users, the risk posed to our service users and financial obligations we would be unable to continue running these groups in any capacity.

Winter 2021

With the continued restrictions our face-to-face support has completed ceased at this time and are holding a lot of our events and consultations. virtually

Spring 2021

In Spring we held out first residential holiday of the year. A one-night camping trip for 5 families. During this time, we held a number of activities for the families. We also begun to open our support groups again trialling with one group but have as of yet been able to open these further.

Year round and ongoing work

Our family support service runs year-round and offers advice and support for parents/carers and professionals working with an individual on the Autism Spectrum. Over the 12-month period this report covers we have received 224 referrals into this service of which all have received support through the service we have not had to signpost or deny support to any party for this period. Frome the 12/10/2020 we also changed the Family Support service to the Autism Information and Advice Service, the aim of this was to be more transparent on what we offer to families affected by Autism and make the process more streamline so that we can get in contact with families and those that need our support faster and had a clearer idea of what we were supporting those service users with.

Our Family Support groups operate on a Saturday morning alternating location on a biweekly basis, in total we have 3 support groups each hosting 24 support groups a year lasting 2 hours each, seeing an average of around 10 families in attendance at each.

ASD Helping Hands also offer training programmes to parents/carers and professionals on a range of issues relating to Autism Spectrum Disorder through face to face training sessions although in the current climate we have moved these to online Zoom sessions.

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ASD Helping Hands continues to be an active part of the Norfolk All Age Autism Partnership board where we sit as one of the voluntary organisations guiding and bring the views of those, we support to the table to influence discussion and policy writing in relation to the Autism Act 2010. We are responsible for the management of the website, engagement events and Engagement Working Group and this has continued virtually throughout the pandemic.

The Covid-19 Pandemic has hit the charity hard especially with regards to volunteers we have now dropped from a total of 10 to 2 volunteers who both offer 8 hours a week. Over the next year we need to focus on bringing on more volunteers or secure funding arrangements to employ those to help us deliver our mission statement.

All trustees have made consideration to the Charities Commission's guidance on public benefit when considering and planning the activities for the year during the trustee meetings.

Additional details of objectives and activities (Optional information)

ASD Helping Hands values all our volunteer support and we would be unable to run many if not all our activities without heir ongoing time, support and commitment we are eternally grateful for their contribution and dedication.

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

ASD Helping Hands is still the go to charity in Norfolk for those wishing for support, guidance or information on all subjects to do with Autism.

The Covid -1 9 pandemic and the restrictions have had a hugely negative impact on the charity, where we have seen a rise in the number of people contacting us and the reduction in our resources.
Our volunteer team has been reduced to a fraction of what it was before, and we have been unable to run many of our activities due to the face-to-face nature needed for those we support.

We have used technology not great advantage to be able to allow us to keep interacting and in ouch both those families who are comfortable using such media and hosting our training sessions and support groups online via Zoom.

We continue to offer a full inclusive service for those affected by Autism and have managed to get our waiting times down to less than 10 days after the introduction of the Autism Information and Advice service.

We are looking positively towards the future and with he support group slowly starting to build back up and our service users becoming more confident in attending I believe we are only going to go from strength to strength come the latter part of the year.

Section E Financial review

Brief statement of the charity's policy on reserves	We aim to have enough in reserves to last 3-6 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

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Caroline Baldwin	Stephen Adcock
Full name(s)	Caroline Baldwin	Stephen Adcock
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	27/01/2022	

REGISTERED CHARITY NUMBER: 1175729

Report of the Trustees and Unaudited Financial Statements For The Year Ended 5th April 2021 for ASD Helping Hands

Aston Shaw Ltd
The Union Building
51-59 Rose Lane
Norwich
Norfolk
NR1 1BY

Contents of the Financial Statements
For The Year Ended 5th April 2021

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Report of the Trustees
For The Year Ended 5th April 2021
The trustees present their report with the financial statements of the charity for the year ended 5th April 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT
Governing document
The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS
Registered Charity number
1175729

Principal address
Room 219
Breckland Business Centre
St Withburga's Lane
Dereham
Norfolk
NR19 1FD

Trustees
Mr S Adcock
Ms C Farrow
Ms C M Baldwin
Ms L Harris

Approved by order of the board of trustees on .....01/03/2022..... and signed on its behalf by:

.....Stephen Adcock.....
Mr S Adcock - Trustee

Statement of Financial Activities
For The Year Ended 5th April 2021

	Notes	Unrestricted fund £	Restricted fund £	05/04/2021 Total funds £	05/04/2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and Legacies		19,253	-	19,253	39,407
Other Trading Activities	2	654	-	654	6,705
Total		19,907	-	19,907	46,112
EXPENDITURE ON					
Raising Funds	3	1,564	-	1,564	3,833
Other		13,078	-	13,078	37,351
Total		14,642	-	14,642	41,184
NET INCOME/(EXPENDITURE)		5,265	-	5,265	4,928
RECONCILIATION OF FUNDS					
Total funds brought forward		4,550	-	4,550	(378)
TOTAL FUNDS CARRIED FORWARD		9,815	0	9,815	4,550

The notes form part of these financial statements

Balance Sheet
5th April 2021

	Notes	Unrestricted fund £	Restricted fund £	05/04/2021 Total funds £	05/04/2020 Total funds £
CURRENT ASSETS					
Debtors	6	7,912	-	7,912	2,194
Cash at bank		4,011	-	4,011	3,477
		11,924	-	11,924	5,671
CREDITORS					
Amounts falling due within one year	7	(2,111)	-	(2,111)	(1,123)
NET CURRENT ASSETS		9,813	-	9,813	4,548
TOTAL ASSETS LESS CURRENT LIABILITIES		9,813	-	9,813	4,548
NET ASSETS		9,813	-	9,813	4,548
FUNDS	8				
Unrestricted funds				9,813	4,548
Restricted funds				-	-
TOTAL FUNDS				9,813	4,548

The financial statements were approved by the Board of Trustees and authorised for issue on.....
and were signed on its behalf by:

.....
Mr S Adcock - Trustee

The notes form part of these financial statements

Notes to the Financial Statements For The Year Ended 5th April 2021

1 ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2 OTHER TRADING ACTIVITIES

	05/04/2021	05/04/2020
	£	£
Fundraising Events	17	6,705

3 RAISING FUNDS

Raising Donations and Legacies

	05/04/2021	05/04/2020
	£	£
Support Costs	1,564	3,453

continued…

3 RAISING FUNDS - continued

Investment Management Costs	05/04/2021	05/04/2020
	£	£
Support Costs	-	6
Aggregate amounts	1,564	3,459

4 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 5th April 2021 nor for the year ended 5th April 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 5th April 2021 nor for the year ended 5th April 2020

5 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted fund	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and Legacies	20,421	18,986	39,407
Other Trading Costs	6,705	-	6,705
Total	27,126	18,986	46,112
EXPENDITURE ON			
Raising Funds	3,833	-	3,833
Other	18,365	18,986	37,351
Total	22,198	18,986	41,184
NET INCOME/(EXPENDITURE)	4,928	-	4,928
Total funds brought forward	(378)	-	(378)
TOTAL FUNDS CARRIED FORWARD	4,550	-	4,550

6 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	05/04/2021	05/04/2020
	£	£
Trade Debtors	7,332	2,129

continued…

7 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	05/04/2021	05/04/2020
	£	£
Trade Creditors	1,670	703
Other Creditors	441	420
	2,111	1,123

8 MOVEMENT IN FUNDS

	At 06/04/2020	Net movement in funds	At 05/04/2021
Unrestricted funds	£	£	£
General fund	4,548	5,265	9,813
TOTAL FUNDS	4,548	5,265	9,813

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	19,907	(14,642)	5,265
Restricted funds			
Reserved	-	-	-
TOTAL FUNDS	19,907	(14,642)	5,265

Comparatives for movement in funds

	At 06/04/2019	Net movement in funds	At 05/04/2020
Unrestricted funds	£	£	£
General fund	(378)	4,926	4,548
TOTAL FUNDS	(378)	4,926	4,548

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	27,124	(22,198)	4,926
Restricted funds			
Reserved	18,986	(18,986)	-
TOTAL FUNDS	46,110	(41,184)	4,926

continued…

9 MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 06/04/2019	Net movement in funds	At 05/04/2021
Unrestricted funds	£	£	£
General fund	(378)	10,191	9,813
TOTAL FUNDS	(378)	10,191	9,813

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	47,031	(36,840)	10,191
Restricted funds			
Reserved	18,986	(18,986)	-
TOTAL FUNDS	66,017	(55,826)	10,191

10 RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 5th April 2021.

continued…

Detailed Statement of Financial Activities
For The Year Ended 5th April 2021

	05/04/2021	05/04/2020
INCOME AND ENDOWMENTS	£	£
Donations and Legacies		
Gifts	1,797	3,682
Donations	2,496	23,978
Grants	14,000	9,435
Subscriptions	960	2,311
	19,253	39,407
Other Trading Activities		
Fundraising Events	654	6,705
Total Incoming Resources	19,907	46,112
EXPENDITURE		
Other Trading Activities		
Events	17	374
	17	374
Support costs		
Management		
Rent	2,029	2,960
Insurance	519	930
Motor and travel	-	3,033
Telephone	901	1,049
Postage and stationery	-	340
Staff training and welfare	17	1,180
Sundries	430	861
Computer expenses	527	948
	4,424	11,303
Finance		
Accountancy	441	420
Bank charges	135	239
	576	659
Governance costs		
Wages	8,984	27,512
Pensions	641	1,338
	9,626	28,850
Total resources expended	14,642	41,186
Net (expenditure)/income	5,265	4,926