



## **Trustees' Annual Report for the period 2021/22**

**From** 5th April 2021 – 4<sup>th</sup> April 2022

**Charity name:** FASD AWARENESS (Formerly FASD Awareness South East)

**Charity registration number:** 1176933

### **Objectives and Activities**

Summary of the purposes of the charity as set out in its governing document	<p>The Objects of the charity are:</p> <ol style="list-style-type: none"> <li>1. To relieve the needs of sufferers of Foetal Alcohol Spectrum Disorder (FASD) and those whose lives are affected by that condition who live or work in the area of benefit or neighbouring areas through the provision of support, education and practical advice.</li> <li>2. To advance the education of the general public in all areas relating to Foetal Alcohol Spectrum Disorder (FASD) including the promotion of research for the public benefit in all aspects of FASD and to publish the useful results.</li> </ol> <p>The area of benefit is the South East of England, County of Kent and Medway Unitary Authority, United Kingdom and worldwide.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	<ol style="list-style-type: none"> <li>1. To raise awareness of the key features and lived experience of individuals affected by Foetal Alcohol Spectrum Disorders (FASD) via talks, training, films and social media.</li> <li>2. To provide support for individuals and families affected by FASD eg via support groups and group outings.</li> <li>3. To develop relationships with key partners, in particular with the Kent &amp; Medway CCG, and create a system to ensure professionals offer appropriate expert help.</li> <li>4. To continue to develop relationships with other FASD charities.</li> </ol>
Statement confirming whether the trustees have had regard to the guidance	<p>The trustees have had due regard to the Charity Commission guidance on public benefit. They can confirm that all the activities carried out in the year 2021/22 were consistent with this benefit.</p> <p>The trustees met quarterly in person during the year and discussed issues between meeting via email and the Trustees' WhatsApp Group.</p>

issued by the Charity Commission on public benefit	
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## Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	<p>The year 2021-22 has seen significant developments in FASD Awareness's direction and an increased public profile. We remain a local charity in that our days out for families with a child with FASD are primarily for families living in Kent, Medway and South London. But we have also embraced the digital world which has greatly expanded our reach. In September 2021 we started a series of online monthly webinars, where we interview specialists on FASD.</p> <p>During the pandemic our support groups for young people and adults with FASD moved online. These groups are hosted by one of our Ambassadors, who herself has FASD, with support and supervision from our CEO and Founder.</p> <p>We launched our 3<sup>rd</sup> film on FASD Day (9<sup>th</sup> September). This film, "What Can Alcohol Do To A Foetus?" explores what can happen to an unborn baby when it is exposed to alcohol.</p> <p>Unfortunately, due to the Covid lockdowns all of our physical support groups were closed for most of the year. However, we did begin to offer online and telephone 121s with our Founder, who has much practical experience of bringing up children with FASD.</p> <p>Locally we have been members of the NHS Kent &amp; Medway CCG group responsible for education and training of health professionals about FASD. At a national level were invited to sit on the All Party Parliamentary Committee on FASD. We also gave input to 'The Time is Now: The National Perspective on Ramping up FASD Prevention, Diagnosis and Support Services' published by NICE.</p> <p>In summary, our work makes a direct difference to specific individuals, such as those who attend our days out or our support groups. But we believe that this year we have had a wider impact with our webinars, membership of the CCG and the All Parliamentary Group as well as our films. As a result more people are becoming aware of FASD, its causes, its prevalence and its long term effects.</p>
Achievements against objectives set	<p>Our target setting has not been very clear in the past and this is something which we have rectified for the current year. Our latest Business &amp; Development Plan includes a tracker which trustees use to monitor progress towards meeting goals. However, we have collected data and we know that typically we have around 30 attendees to the day out events and 6 – 12 people at each of our Youth and Adult support group meetings. We receive much heartfelt thanks for these activities.</p>



	<p>We are very pleased with the number of attendees at our webinars: the number of online attendees averages 115 with almost the same number of people watching later via You Tube.</p> <p>More generally, we have achieved our objective of being a voice for people with FASD. Locally we have done that via being a member of the NHS CCG group responsible for FASD and nationally through membership of the Parliamentary Group on FASD. We are also an active member of The Alliance of charities working in the field of FASD.</p> <p>Internally we have strengthened our board and have a small group of committed trustees who give many hours to the charity.</p>
Performance of fundraising activities against objectives set	<p>We met our fundraising target for the year. However, the last money we were awarded was for activities starting in March 2022 and, unfortunately, the money did not reach our bank account until after our year end. This means we had a small deficit on our accounts for 2021/22.</p>

## Financial Review

Review of the charity's financial position at the end of the period	<p>In November 2021, we received £21,000 from Colyer Fergusson. This is the first tranche of a three-year grant. Receiving a known award for three years will help us considerably with the planning of our activities. We began spending the money in December 2021.</p> <p>As mentioned above, we ended the year with a slight deficit, just under £2,000. This unfortunate occurrence occurred because an award of £25,588 did not arrive in our bank account until after the year end.</p> <p>Our expenditure is split approximately: 72% to direct charitable costs ie personnel and associated costs directly related to achieving the charity's objectives; 25% to indirect charitable costs ie support personnel costs, insurance, etc and 3% to governance costs.</p>
Statement explaining the policy for holding reserves stating why they are held	<p>We are working towards holding reserves equivalent to 3 months operating costs. This is so that we can manage delays in receiving funding (as happened at the end of the year) and could close down in an orderly fashion if we were to cease receiving funding.</p>
Amount of reserves held	<p>£ 3,625 free reserves as of the year end.</p>
Reasons for holding zero reserves	<p>N/A</p>
Details of fund materially in deficit	<p>N/A</p>
Explanation of any uncertainties about the charity continuing as a going concern	<p>N/A</p>

The charity's principal sources of funds (including any fundraising)	Our main sources of funding are grant giving trusts and the NHS CCG. This year we have been very fortunate to have been awarded a 3-year grant from Colyer Fergusson. In addition, we receive a small amount of money from individual donations and from businesses.
Investment policy and objectives including any social investment policy adopted	We have not adopted an Investment Policy as do not have funds to invest. We have a small amount of reserves which is kept in our savings bank account.
A description of the principal risks facing the charity	<p>Lack of funding and not maintaining our staff and volunteers are our biggest risks. Our staff are under constant pressure to do a lot with not very much. There is also a risk in that the charity relies heavily on a very small number of people.</p> <p>In order to mitigate these risks, we have recently restructured how we do our funding. We now have clear funding priorities and clear costings of projects and core work. We hope this will help us to maintain a steady growth in funding. We would then be able to expand our core staff.</p>

## Structure, Governance and Management

How is the charity constituted?	Charitable Incorporated Organisation (CIO), only voting members are its charity trustees. 'Foundation' Model.
Trustee selection methods including details of any constitutional provisions.	<p>In selecting individuals for appointment as charity trustees, the trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO and what skills are missing from the trustee board.</p> <p>Apart from the first charity trustees, trustees are appointed for a term of 3 years by a resolution passed at a properly convened meeting of the charity trustees. Normally this is our AGM. They may stand for a second term but after that there must a gap of at least one year before re-appointment.</p> <p>Trustees are interviewed in accordance with the Safer Recruitment policy and all necessary DBS checks and References are taken.</p>

## Conclusion

Despite the pandemic and lockdowns, the charity has continued to provide services for those with FASD and their families. This has not always been easy and has meant adapting to different ways of doing things eg having online support meetings and online 121s. But we have managed to do it. We have also continued to develop eg by introducing our popular webinars and by producing a third film.

More generally we have worked with other organisations, such as, the Kent & Medway NHS CCG and made input into the NICE guidelines on FASD. In this way we hope to educate the wider public about the causes and effects of FASD.



Achieving the level of funding we need is a constant issue but we have a committed group of trustees and staff who work well together.

### Reference and Administrative details

Charity name	FASD Awareness
Other name the charity uses	FASD Awareness South East
Registered charity number	1176933
Charity's principal address	3 Winter Gem Lane, Faversham ME13 8YU

### Names of the charity trustees who manage the charity



	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person who interviewed/ appointed trustee
1	Wendy Spears	Vice-Chair/Chair	Acting Chair April 2021 – September 2021	
	Irene Hall	Chair	Appointed 20th September 2021	A Keeping and W Spears
3	Dr Adesoji Abeona		2018	
4	Deborah Matthews	Treasurer	Appointed January 2020	A Keeping and P Rorison
5	Paul Allen		2018	
6	Colin Newbold		Resigned January 2020	
7	Pamela Rorison		Resigned August 2020	
8	Wendy Purdy		Appointed September 2020	A Keeping and W Spears
9	Sophie Cartwright		Appointed July 2020	A Keeping and W Spears
	Lyndon McLean		Appointed 20 <sup>th</sup> September 2021	A Keeping and W Spears
	Andy Nichols	Vice - Chair	Appointed 20th September 2021	A Keeping and W Spears

### Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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<b>Full name(s)</b>	Irene Hall	Andy Nichols
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Trustee

**Date** 14<sup>th</sup> September 2022



<b>Code</b>	<b>Income type</b>	<b>Amount</b>
1001	FASD training	£300.00
1002	Corporate Partnerships	£2,250.00
1003	Grants	£39,510.00
1004	Donations	£5,458.17
1005	Bank Interest on Reserve AC	£1.18
<b>TOTAL</b>		<b>£47,519.35</b>

Current AC	£24,608.44
Savings AC	£5,024.74
	<u>£29,633.18</u>

Free Reserves @ 05/04/2022	£3,625.15
	<u>£29,633.18</u>

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Print Name	Date of approval dd/mm/yyyy
IRENE HALL	14/01/2022





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name FASD AWARENESS

On accounts for the year  
ended

2022

Charity no  
(if any)

1176933

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 04/04/2022

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

31/08/22

Name:

LEE CARTWRIGHT

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

ACMA CGMA  
(CIMA MANAGEMENT ACCOUNTANT)

Address:

44 FALLOWFIELD  
SITTINGBOURNE, KENT  
ME10 4WZ



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.