

BAS Trustee Report for Annual Accounts

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023.

In this year, the charity legally changed the definition of its financial year from December to November, to April to March. Therefore, this report covers the 16 months from 1 December 2021 to 31 March 2023. The report starts as the world was still emerging from the Covid-19 pandemic, ending when our community was much more confident meeting in person.

Objectives and Activities

The objectives of Bristol Autism Support (BAS) are the preservation and protection of good health for the public benefit among children and young people with autism, their families and carers in Bristol and the southwest, in particular but not exclusively by:

1. providing specialist support, training, and information to parents and carers of autistic children, and,
2. promoting volunteering opportunities within the charity to autistic individuals.

BAS has a strong core of peer support; services are governed and delivered mostly by people who are parents and carers of autistic children, and some of whom are autistic themselves. BAS has a strong ethos of being run by the community it serves.

Achievements and Performance

BAS has fulfilled its charitable objectives by delivering a wide portfolio of services to meet the diverse needs of parents and carers of autistic children and young people in Bristol and throughout the southwest. During this period, BAS was incredibly proud to receive the Queen's Award for Voluntary Service, recognising the hard, invaluable work of the charity, its staff and volunteers.

Support

- **Support groups**
In term time, BAS has a weekly support group where parents and carers can connect and offer peer-to-peer support with our experienced team on hand to facilitate and signpost where needed. During this period, BAS held 42 groups for 152 attendees.
- **Sensory Play Support Group**
In 2022, the Imperial Sports Ground, Brislington, opened Super Sense, a large sensory space based on suggestions from us and other local SEND support groups. On a monthly basis, we have held a child-friendly support group to enable parents to access our volunteers whilst their children enjoy

the sensory room. During this time, BAS held 10 play and support groups at Supersense.

- **Coffee mornings**
In mid-2022 we started to re-introduce our in-person support. Coffee mornings are an opportunity for our families to meet in a casual setting and connect more locally. BAS held 37 coffee mornings in Easton, Brislington, Bedminster, Hartcliffe, Keynsham and Fishponds. In addition, we held groups specifically for grandparents and Dads which have been well received. There were 265 attendees during this time.
- **Online support**
The main BAS Facebook group has nearly 3,500 members. This active group enables parents and carers to connect with each other, ask questions and signpost each other to relevant information. This group is a key part of our peer-to-peer network. BAS has other Facebook groups including:
 - BAS Village: a member only support group.
 - BAS Marketplace: a selling sharing and buying group for BAS families,
 - BAS Dads: a group for dads and male carers to connect.
- **Befriending**
BAS Members can access free peer-to-peer support calls or emails. They can also access our six-week peer-to-peer befriending programme. In this period, BAS supported 11 befriending pairs.
- **Family events**
During this period, BAS listened to feedback from its members and increased the number of family events designed to bring together families and enable children to access activities that may be challenging without the right support. Events were selected on suggestions from our members and included the Aquarium, Forest School, Little Giggles, Gympanzees, and animal handling. BAS ran 22 events for 758 attendees.

Training and Information

- **Short courses**
During this period, BAS delivered 18 six-week support blocks which included the topics: New to Autism, Sensory Differences, Communicating with your non-speaking child, Supporting Distressed Behaviours, Assertiveness for parent/ carers of autistic children, Parents of girls, and Anxiety and Masking.

Approximately half of these groups were held in person and half via Zoom. 216 parent / carers attended these groups.
- **Information sessions**
Each month BAS holds an introductory All About Autism session for families

new to autism looking to understand more. In addition, we hold individual information sessions on topics we know are useful to our members such as Disability Living Allowance, Assertiveness, Pathological Demand Avoidance, ADHD, Visuals, Autism and Eating. During this period, BAS delivered 35 sessions to 473 individuals.

- Telephone helpline
The BAS telephone helpline provides information and support with speech and text. In this period, BAS responded to 368 calls and 462 emails.
- BAS website
www.bristolautismsupport.org is designed to signpost and support our families with accessible information. The site has received 138,000 sessions from 111,000 users during this time.

Financial Review

The 16 months have seen a period of very real growth for BAS, including the numbers of people the charity has supported and income. At the year end of 31 March 2023, BAS had received an income of £122,095, compared to the previous 12 month financial year ending on 30 November 2021, of £27,501. This growth is due to successful fundraising, including a new contract with Bristol, North Somerset and South Gloucestershire Integrated Care Board (previously the local Clinical Commissioning Group) for the Support Blocks (Short Courses).

During this period, BAS spent £96,194, leaving it with a balance of £25,901. However, a contract with the National Autistic Society was agreed in early 2023 for BAS to deliver the southwest branch of a new initiative, Autism Central Peer Education Programme, to the value of £137,328 for 2023. A second year of the Support Blocks was also agreed with the old Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group, now the Bristol, North Somerset and South Gloucestershire Integrated Care Board.

The growth of the charity and its more stable financial situation enabled BAS to directly employ a staff team. However, BAS remains indebted to its numerous volunteers who contribute an invaluable resource.

There is no fund or subsidiary undertaking which is in deficit. Therefore, the immediate future financial security of the charity was secured.

BAS had a modest policy for reserves at the start of this financial period, which stated that no reserves were required but a contingency fund of £3,000 was maintained. The growth of BAS over this financial period has meant that the Board has reviewed this principle and is now working on a policy that expects at least three months of core costs to be held in reserves.

No funds are held as a custodian trustee on behalf of others.

Structure, Governance and Management

BAS is a Charity Incorporated Organisation, registered 1186287, and a company, CE019549, governed by Memorandum and Articles of Association.

Trustees are attracted primarily from the community it serves; parents and carers of autistic children and young people. However, BAS will widen its recruitment pool for specific skills it believes is useful to the Board. Potential candidates are provided with a role description and interviewed; they can also observe a meeting before both parties agree to appointment. Safe recruitment is fulfilled with DBS checks and references.

A handwritten signature in black ink, appearing to read 'Jane Walton', with a stylized flourish at the end.

Jane Walton, Chair of Trustees

A handwritten signature in black ink, appearing to read 'Joanne Stokes', with a large loop at the beginning.

Joanne Stokes, Treasurer

BRISTOL AUTISM SUPPORT

STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)

YEAR ENDED 31 MARCH 2023

		Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2021
	Note	£	£	£	£
INCOME					
Donations	2	17,561	-	17,561	6,471
Merchandise Income		1,611	-	1,611	696
Events Income		1,223		1,223	-
Course Subscriptions		-	-	-	2,457
Grant Income		19,000	79,888	98,888	16,441
Other income	3	2,812	-	2,812	1,436
TOTAL INCOME AND ENDOWMENTS		<u>42,207</u>	<u>79,888</u>	<u>122,095</u>	<u>27,501</u>
EXPENDITURE					
Expenditure on charitable activities	4	21,589	74,605	96,194	35,988
TOTAL EXPENDITURE		<u>21,589</u>	<u>74,605</u>	<u>96,194</u>	<u>35,988</u>
NET INCOME/(EXPENDITURE)		20,618	5,283	25,901	-
Balances brought forward		6,381	2,530	8,911	17,398
Gross Transfers Between Funds	10	-	-	-	-
Balances carried forward		<u>26,999</u>	<u>7,814</u>	<u>34,813</u>	<u>8,911</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 13 to 17 form part of these financial statements

BRISTOL AUTISM SUPPORT
BALANCE SHEET
YEAR ENDED 31 MARCH 2023

	Note	2023 £	2021 £
FIXED ASSETS:			
Tangible assets	6	602	-
CURRENT ASSETS:			
Debtors	7	-	-
Stock		-	-
Cash at bank and in hand		36,746	8,911
		<u>36,746</u>	<u>-</u>
CURRENT LIABILITIES:			
Creditors: falling due within one year	8	- 2,535	-
Net current assets		34,211	-
NET ASSETS:		<u>34,813</u>	<u>8,911</u>
FUNDS			
Unrestricted Funds	10	25,043	6,381
Restricted funds	10	9,771	2,530
		<u>34,813</u>	<u>8,911</u>

These financial statements were approved by the directors and authorised for issue on
and are signed on their behalf by:




.....
Jane Walton
Chair of Trustees

.....
Joanne Stokes
Treasurer

Charity Registration Number: 1186287

Charity Registration Number: 1186287

The notes on pages 13 to 17 form part of these financial statements

BRISTOL AUTISM SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historic cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102 SORP) issued in July 2014, and applicable UK Accounting Standards and the Charities Act 2011.

Funds structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have set aside resources for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or the terms of a specific appeal.

Income

All income is recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of income can be measured with sufficient reliability.

Income from donations is included when these are receivable, except as follows:

- When the donors specify that the donations given to the charity must be used in future accounting periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.

Income from grants, where there are performance or service deliverables required by the terms of the grant, are accounted for as the charity earns the right to payment through its performance.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that agree all costs related to the category. Support costs have been allocated 100% towards the charitable activities of the charity.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the direct pay and non-pay costs and support costs relating to those activities.

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue its operations for the foreseeable future and therefore they have continued to adopt the going concern basis when preparing the financial statements.

Governance costs

Governance cost include those costs associated with meeting the constitutional and statutory requirements of the charity, and include its independent examination fees and costs linked to the strategic management of the charity including trustee expenses.

Tangible fixed assets and depreciation

Depreciation has been provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value of each asset, over its expected useful life. The rates used are 25% reducing balance on computer and office equipment and 20% reducing balance on other fixed assets.

BRISTOL AUTISM SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

2 DONATION INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2021 £
Donations not cash	5,183	-	5,183	5,215
DoubleTree Hilton Donations	5,122	-	5,122	-
Cash Donations	7,256	-	7,256	1,256
	<u>17,561</u>	<u>-</u>	<u>17,561</u>	<u>6,445</u>

3 OTHER INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2021 £
NatWest Compensation	150	-	150	-
Arval vehicle reimbursements	2,662	-	2,662	1,436
	<u>2,812</u>	<u>-</u>	<u>2,812</u>	<u>1,436</u>

BRISTOL AUTISM SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

4 DIRECT CHARITABLE EXPENDITURE

Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2021 £
<u>Core Costs</u>				
Course Costs	-	-	-	2,326
Merchandise Costs	928	-	928	-
Fundraising Costs	345	-	345	-
<u>Overheads</u>				
Arval vehicle leasing	2,662	-	2,662	-
Bank Charges	154	-	154	-
Consultancy Fees	7,053	-	7,053	-
Office Consumables	781	-	781	2,313
Freelance Staff	2,408	58,334	60,742	19,191
Gifts	1,205	-	1,205	-
Marketing, Printing & Website	1,896	-	1,896	3,855
Professional Fees	998	-	998	-
Rental costs	-	-	-	4,686
Stationery	603	-	603	-
Venue Hire	75	12,106	12,181	456
Volunteer Costs	-	4,166	4,166	2,225
General Expenses	-	-	-	731
	<u>19,108</u>	<u>74,605</u>	<u>93,713</u>	<u>35,783</u>

Governance Costs

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2021 £
Independent Examination Fee	450	-	450	-
Depreciation	1,935	-	1,935	-
Insurance	96	-	96	205
	<u>2,481</u>	<u>-</u>	<u>2,481</u>	<u>205</u>

5 CORPORATION TAX

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

BRISTOL AUTISM SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

6 TANGIBLE FIXED ASSETS

	Computer Equipment £	Office Equipment £	Resource Equipment £	Totals £
COST:				
At 1 December 2021	-	-	-	-
Additions	986	1,251	300	2,537
At 31 March 2023	<u>986</u>	<u>1,251</u>	<u>300</u>	<u>2,537</u>
DEPRECIATION:				
At 1 December 2021	-	-	-	-
Charge for the year	697	1,038	200	1,935
At 31 March 2023	<u>697</u>	<u>1,038</u>	<u>200</u>	<u>1,935</u>
NET BOOK VALUE:				
At 31 March 2023	<u>289</u>	<u>213</u>	<u>100</u>	<u>602</u>
At 30 November 2021	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

7 DEBTORS

	2023 £	2021 £
Trade Debtors	-	-
Prepayments	-	-
	<u>-</u>	<u>-</u>

8 CREDITORS: amounts falling due within one year

	2023 £	2021 £
Accruals	1,140	-
Net Wages Liability	1,233	-
PAYE, NI and Student Loans	103	-
Pension Contributions	60	-
	<u>2,535</u>	<u>-</u>

9 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2021 £
Fixed Assets	602	-	602	-
Current Assets	9,771	26,975	36,746	8,911
Current Liabilities	(2,535)	-	(2,535)	-
	<u>7,838</u>	<u>26,975</u>	<u>34,813</u>	<u>8,911</u>

BRISTOL AUTISM SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

10 ANALYSIS OF CHARITABLE FUNDS

Analysis of Fund movements	Balance b/fwd £	Income £	Expenditure £	Transfers £	Fund c/fwd £
Unrestricted funds:					
General funds	4,424	42,207	(21,589)	-	25,043
	4,424	42,207	(21,589)	-	25,043
Restricted funds:					
	Balance b/fwd £	Income £	Expenditure £	Transfers £	Fund c/fwd £
Boshier Hinton	1,125	-	(1,125)	-	-
Albert Hunt Trust	865	-	(865)	-	-
John James Trust	2,497	-	(2,497)	-	-
Action Funder	-	2,500	(299)	-	2,201
Autism Central	-	-	(897)	-	(897)
Bristol Charities Carer's Fund	-	2,500	(1,588)	-	912
BCC Training	-	3,500	(1,890)	-	1,610
BNSSG CCG	-	34,758	(34,758)	-	-
Friends of BAS	-	2,513	(95)	-	2,419
J&M Britton Trust	-	4,000	(4,000)	-	-
Local Giving / Western Power	-	5,000	(5,000)	-	-
Quartet Community	-	8,809	(8,809)	-	-
Quartet & Wessex Water	-	1,500	(1,500)	-	-
Quartet BCC Social Action	-	5,000	(1,475)	-	3,525
National Lottery Community Fund	-	9,808	(9,808)	-	-
	4,487	79,888	(74,605)	-	9,771
Total	8,911	122,095	(96,194)	-	34,813

Fund Descriptions

Boshier Hinton

A grant provided for QMH venue hire to provide support group sessions.

Albert Hunt Trust

A grant originally to assist with rental costs for an office space, but has also been agreed to cover a storage unit for resources.

John James Trust

Along with J&M Britton Charitable Trust, this grant supported the Helpline service to provide weekly support for parents and carers of children with autism.

Action Funder

Funding to support an event facilitator for Gympanzees and Supersense sessions, and contribute towards events costs.

Autism Central

Contribution towards office costs and assistance with securing a deposit for office rental costs.

Bristol Charities Carer's Fund

Funding to facilitate in person meetings, father and grandparent specific gatherings, coffee mornings and volunteer costs.

BRISTOL AUTISM SUPPORT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

BCC Training

Supporting training around parental conflict, as well as core ongoing costs.

BNSSG CCG

Funding to facilitate delivery of various resource topics (New to Autism, Non Speaking, Sensory Processing Differences etc.)

Friends of BAS

Supporters group with donations specifically to support interpreter services, form filling and childrens' activities.

J&M Britton Trust

Along with John James Trust, this grant supported the Helpline service to provide weekly support for parents and carers.

Local Giving / Western Power

Funding to support in delivering information sessions, and to delivery core family activities.

Quartet Community

Support for ongoing core staff costs, particularly in operations, policies and procedures.

Quartet & Wessex Water

Contribution towards core ongoing costs, particularly regarding fundraising and partnerships.

Quartet BCC Social Action Small Grant

Funding to facilitate publicity, marketing and venue costs for advice and support on cost of living.

National Lottery Community Fund

Funding to provide training and additional recruitment for volunteers.

Prior Year

Analysis of

Fund movements

Unrestricted funds:

	Balance b/fwd	Income	Expenditure	Transfers	Fund c/fwd
	£	£	£	£	£
General funds	17,398	13,875	(26,819)	-	4,454
	17,398	13,875	(26,819)	-	4,454

Restricted funds:

	Balance b/fwd	Income	Expenditure	Transfers	Fund c/fwd
	£	£	£	£	£
Boshier Hinton	-	1,219	(94)	-	1,125
Albert Hunt Trust	-	1,000	(165)	-	835
John James Trust	-	2,497	-	-	2,497
Quartet Community	-	8,910	(8,910)	-	-
	-	13,626	(9,169)	-	4,457

Total	17,398	27,501	(35,988)	-	8,911
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11 TRUSTEES REMUNERATION, EXPENSES AND RELATED PARTY TRANSACTIONS

During the period, no Trustee of the charity received remuneration for duties. Further to this, no Trustee of the charity submitted expenses to be reimbursed.

There were no related party transactions between the charity and the Trustees or persons or entities connected to them during the year.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRISTOL AUTISM SUPPORT

I report to the charity's trustees on my examination of the accounts of Bristol Autism Support for the period ended 31 March 2023.

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.145 of the Charities Act 2011) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under the company law and is eligible for independent examination; it is my responsibility to:

- Examine the accounts (under section 145 of the 2011 Act),
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required by 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 the course of my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Steven Baptiste

Linden Accountants, Scrapstore House, 21 Sevier Street, St Werburghs, Bristol, BS2 9LB

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Steven Baptiste ACPA

Date8 December 2023.....