



# **Centre for ADHD & Autism Support**

**Trustees' Report and Accounts**

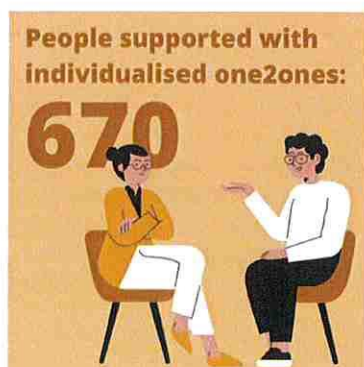
**Charitable Incorporated Organisation:  
1193799, CEO25929**

**Year ended 31<sup>st</sup> March 2023**

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The board of Trustees of the Centre for ADHD & Autism Support (CAAS) presents its report with the financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out on pages 26 to 27 and comply with the Charities Act 2011 and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice 2019 applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

## Trustees' Report for the Year Ended 31 March 2023

### Introduction from the Chair and CEO

2022/23 saw significant change internally, as Lynne, who'd been our Director of Autism Services for the last 12 years, relocated to Scotland; Kay joined as CEO; and our management team was restructured. Externally, we have continued to notice the detrimental impact Covid had on many of our clients, with an increased complexity in the need for support and a higher level of demand across all three of our service areas, all of which now operate waiting lists. The difficult economic context has further contributed to pressure on our services, with competition for funding ever tighter, our internal costs rising and statutory services less able to meet the needs of our clients.

We are proud of the way we have worked within this context, with relationships with our key funders strengthened, and our staff continuing to work well together, adapting to the changes that have taken place internally and externally, and supporting each other to offer a wealth of resources, invaluable advice, genuine empathy, and a diverse skill set to all our clients.

Despite the challenges, CAAS saw many opportunities, and we have continued to grow our service offering, taking on 6 staff during the financial year. We warmly welcomed Jen and Carla to our creche service, Sarah to our adult autism team, Hannah to work on our comms, Niloofur to our family support team and Gemma as our new fundraiser.

We worked hard on our fundraising applications, particularly with foundations and trusts, and were proud to receive funding during the year from Awards for All (to expand our sleep support), from Young Harrow Foundation (for Drama Therapy), from Ealing Community Partners (to offer more family support to Ealing residents), and from Garfield Weston and Edward Gostlin (towards our management costs). Several funders also provided cost of living uplift grants, which were hugely appreciated given the high price increases we were seeing in a number of our supplies.



Michael Kilcoyne and the team at Kilhan Construction held another charity run for CAAS, raising an impressive £70K! Their ongoing support is enormously valuable, as it enables us to fund our staff to remain in post when project funding is insufficient, such as in our youth team, where huge demand for our services has outstripped funding from the local authorities. It also enables us to maintain our central staff team, without whom so much of the effective running of the charity would fall apart.

We are grateful to everyone who raised money for us, and supported our work through a myriad of projects, across our key areas of youth, family and adult work. Special thanks go to our staff, who have worked so hard delivering that vital work. Thanks also to our two regular volunteers: Simon Morrison, who has continued to support one of our weekly Drop-In Support Group; and TK Vincent, who has provided 102 hours of Systemic Family Counselling for our clients.

23/24 is already looking to be a year of continued change and development, with the adult services contract being renewed, our operating plans focussing on improvements with our external branding and to our back-office systems, and as we seek to find new ways to remain fully sustainable for the long term.

We know that CAAS will continue to thrive and develop as it faces these challenges and opportunities, because we have worked hard to strengthen our foundations, and because we will continue to focus on our strategy for the future, delivering the best possible services for everyone that we support.

Gabriella Eberhardt  
Chair

Kay D'Cruz  
CEO

## Mission, Values, Aims and Public Benefit

Founded in 1996, CAAS has over 25 years of experience under its belts and has an excellent reputation locally for the provision of high-quality services. With qualified staff with personal experience, and through talking and listening to ADHD/autistic people, we have an in-depth understanding of the support needs of our clients. 70% of our Trustee Board are family members of ADHD/autistic individuals, 67% of our Senior Leadership Team and 63% of our staff team are parents/partners of ADHD/autistic individuals or neurodivergent themselves. This lived experience means we can relate to and empathise with those who access our services, although we recognise that each person's experience is unique, and we therefore aim to amplify the voices of our clients, and never speak for them.



### Our vision:

In a perfect world society would accept and support neurodivergent voices and experiences, and make the adjustments to our systems and structures that would enable them to thrive. Sadly, we still live in a society that builds barriers instead of bridges, and we want to change that. By increasing awareness, understanding and access to ADHD and Autism support services across NW London, we aim to drive lasting, positive change for neurodivergent individuals.

### Our mission:

To support, educate and empower individuals diagnosed with ADHD or who are autistic, their families and the community. Through raising awareness, we change perceptions and break down barriers.

### Our values:

- **Integrity:** CAAS is committed to the practice of being honest and showing a consistent and uncompromising adherence to our mission.
- **Valuing Difference:** what is normal? CAAS recognise and value that differences can be valuable assets in the workplace, and in our communities.
- **Passion:** we are committed to the work of CAAS in improving outcomes for ADHD/autistic people and to creating inclusive communities where ADHD/autistic people can thrive.
- **Collaboration:** we work with ADHD/autistic people to amplify their voices. We never aim to speak for them. We work with each other, with our funders, and with our community, as more than the sum of our parts, to best support the delivery of our mission.
- **Trust and Respect:** CAAS are privileged to be trusted to amplify the voice of ADHD/autistic people, and will always treat clients, and each other, with the utmost respect.

### Our Aims:

#### Support

CAAS aims to provide support and understanding in a safe and non-judgemental environment. As well as having relevant qualifications, the personal experience of many staff, along with empathy and understanding, allows those who use our services to feel a sense of belonging when they access the centre. We provide a comprehensive service that acknowledges that people need support pre and post-diagnosis.

### Educate

Understanding and increased awareness come through education. CAAS offers training using skilled support workers, specialist courses, specialised workshops, conferences and a comprehensive lending library.

### Empower

Feeling empowered can break down barriers and encourage positivity about the future. Through support and education, we empower those who use our services to be more confident and independent, enabling them to reach their full potential.

### Our Public benefit

Section 17 of the Charities Act 2011 contains a legal requirement that all charities' aims are for public benefit. The Charity Commission in its "Charities and Public Benefit" guidance states that there are two key principles to be met in order to show that an organisation's aims are for public benefit:

1. There must be an identifiable benefit
2. The benefit must be to the public or a section of the public.

Regular evaluation of CAAS' work demonstrates the clear and positive benefit that we have on ADHD/autistic individuals, their families and the wider community. This is particularly through:



1. The provision of free information and support to families of ADHD/autistic individuals through drop-in support groups, specialist parenting courses and individual support.
2. The provision of free information and support to ADHD/autistic young people and adults through support groups, specialist courses, social opportunities and individual support.
3. Raising awareness of the challenges for ADHD/autistic individuals on local health and social care boards, and through a range of free training sessions and workshops for professionals across NW London.

We aim to regularly evaluate the impact and effectiveness of our work through a process of measurement and evaluation led by SLT and managers.

## Achievements against our Strategy

### Our 2022-25 Strategy

CAAS is committed to delivering across 4 strategic strands:

- We will deliver quality services in a sustainable way for ADHD/autistic individuals and their families.
- We will integrate equity, diversity and inclusion considerations into everyday practice.
- We will ensure that we use technology to deliver CAAS services effectively.
- We will ensure that CAAS services are appropriately recognised and promoted.

We know that doing this also means achieving a level of sound financial performance and good governance, which underpins our ability to deliver our strategic objectives and maintain our financial sustainability.



Our plans for 2022/23 were as follows:

| Strategic Area                                                                                            | What we delivered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| We will deliver quality services in a sustainable way for ADHD / Autistic Individuals and their families. | <ul style="list-style-type: none"> <li>• Develop annual operational planning process to include summary review of service offer for the year ahead including assessing whether services should be halted</li> <li>• Review governance processes / trustee board to ensure best practice / clear accountabilities.</li> <li>• Plan rolling agenda to ensure appropriate oversight of all elements of CAAS work.</li> <li>• Complete full risk register and mitigations review and develop programme of ongoing update.</li> <li>• Benchmarking of salaries / benefits</li> <li>• Review and update contracts for latest best practice</li> <li>• Develop and embed appropriate management structure and expectations.</li> <li>• Develop performance management cycle, to ensure regular and motivating staff L&amp;D and feedback loop.</li> </ul> | <p>The changes that took place as a result of Kay joining CAAS meant that many of these aspects were incorporated within the overall organisation restructure and operational review that resulted.</p> <p>The Trustee Board was significantly developed through the appointment of 4 new trustees, and through agreement of a new delegation of authority, agreed board rolling agenda and risk management strategy.</p> <p>The new financial year also provided an ideal opportunity to agree a new pay strategy, benchmark staff salaries, agree a new performance management cycle and review and roll-out new contracts to all staff that incorporated latest best practice.</p> <p>Staff were involved with the development of operating plans for their team, and the newly formed and empowered management group played a key role in developing a realistic and effective organisational operating plan for the year ahead</p> |

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| We will integrate equity, diversity and inclusion considerations into everyday practice | <ul style="list-style-type: none"> <li>Line manager training to support them to be effective line managers, including consideration of EDI aspects</li> <li>Roll out all staff EDI training</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  | Staff remain cognisant of the need to be fully inclusive in all our ways of working; this was supported through mandatory all staff EDI training and through the delivery of in-depth line manager training for all managers that we were able to access through a special funding award.                                                                                                                                                                                                                                                                                                                                                  |
| We will ensure that we use technology to deliver CAAS services effectively.             | <ul style="list-style-type: none"> <li>Mapping of current monitoring processes, understanding data needs and purposes (internal and external), consider ease of use for staff / technology needs</li> <li>Explore different monitoring packages</li> <li>Implementation of monitoring package</li> <li>Mapping of current monitoring processes, understanding data needs and purposes (internal and external), consider ease of use for staff / technology needs</li> <li>Explore different finance packages</li> <li>Implement external IT support service.</li> </ul> | As an organisation our technology infrastructure is weaker than desired, and this year has seen us take significant strides to become more 'tech savvy'. We have implemented a new client monitoring system, which staff are using to record all client contacts from April 23, and we have begun implementation of a new finance system too, both of which will improve the speed, accuracy and completeness of our data, enabling us to make better management decisions in the future. We have a new IT support provider in place, and have developed a new computer setup process which has significantly reduced IT issues for staff. |
| We will ensure that CAAS services are appropriately recognised and promoted             | <ul style="list-style-type: none"> <li>Develop Social Media Strategy</li> <li>Create brand guidelines</li> <li>Update existing content and assets accordingly</li> <li>Create dedicated role for social media / branding of our online content and physical assets</li> </ul>                                                                                                                                                                                                                                                                                           | We were sad to say farewell to our Marketing and Communications Lead, Charlotte, during the year, but she left us in good shape, with clear, inclusive branding and strategy in place. Hannah has been able to implement this guidance with regular social posting and updating of all our physical assets.                                                                                                                                                                                                                                                                                                                                |

## Our Services

CAAS provided direct support to over 2,969 people, as well as supporting a further 404 through external training and 845 at community awareness events, which means 22/23 has seen us have an impact on more than 4,000 individuals – our biggest figure yet! Altogether we offered 8,744 instances of support, a huge 31% more than in 21/22.

### Parents/Carers:

- In total our family support team supported 832 people, across 2,517 appointments. This meant that we supported **39% more people** this year than last.
- 439 individuals, with 749 attendances, were supported through our **daytime and evening drop-in support groups, an increase of 34%**.
- 153 individuals, with 988 attendances were supported by our three **specialist parenting courses**.
- **45** individuals accessed specialist sleep support as a result of the new funding for that service achieved this year
- We also offered some **specialist counselling** to 18 individuals that we self-funded.

You said:

*"I wanted to express how helpful you were – CAAS do an incredible job, and have so many wonderful services, that it makes me feel hopeful about the future of my child"*

### Young People:

- Supported a total of 140 children with an average of 3 individual one2one sessions each
- Offered places to 156 young people on our youth groups and courses, with 891 attendances, an increase of 35% compared to last year.
- Provided training to 844 young people and youth professionals as part of our HeadsUp Partnership, that's 160 more than last year.

You said:

*"It was really nice to be able to relax doing something I enjoy, I made some friends, and it was nice talking to people that understand me"*



### Adults:

- Supported 98 adults with ADHD, with 247 attendances through monthly support groups and individualised support.
- Supported 341 autistic adults, with 1,823 attendances through monthly support groups and individual support – that's more than twice as many attendances as last year
- Provided autism specialist training to 689 professionals across North West London, again doubling our reach compared to 21/22.

You said:

*"Because of you, I have a better understanding of my neurodivergence, feel supported in my home life, work life, student life, and at CAAS. My mental health has improved so much that I am no longer taking mental health related meds!"*

## Training:



Our "Empowering Ourselves to Be Heard" training programme is central to the philosophy of what we believe in at CAAS. This highly commended training is delivered by our experienced trainers and facilitators, parents of neurodivergent individuals and most importantly, neurodivergent people themselves. It truly empowers all those who participate to get their voices heard.

In 2022/23, CAAS delivered training to **404** individuals, mainly in local schools, but also in for Harrow foster carers, National Crime agency, Harrow Youth Justice Board and other charities.

## You said:

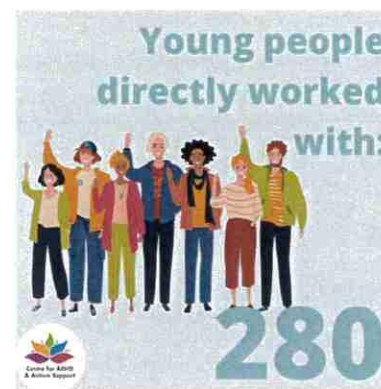
*"The fact that it was presented by an "expert from the outside" and an "expert from the inside" was so helpful. I learned, and pieced together, lot's more than I've previously understood about autism. It was one of the best and most useful trainings I've ever attended. I won't forget it, and I will tell others about it."*

## Future Plans

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In line with our 5-year strategic plan, our 2023-24 operating plan will see CAAS delivering on the following key activities:

- Processes developed, embedded and documented for Charity Log (our new CRM tool)
- Processes developed, embedded and documented for Aqilla (our new finance package)
- Continued development and delivery of our commercial training programmes, with foundations for a commercial offer in place ready for roll-out 24/25.
- A services 'best practice' framework developed, and initial service projects assessed and improved to ensure ongoing improvement and quality assurance of our services
- Staff IT packages and equipment re-issued and training provided to facilitate effective use of our IT resources
- Rate of restricted funding bid applications maintained to ensure budget activity is fully funded
- Unrestricted fundraising activity developed to include business and organisational income streams
- NW London Children & Youth Services offer reviewed and scoped, to conclude on potential growth opportunity. Operating model for 24/25 considered and amended as appropriate
- Links established across all service areas with a wider network of professionals and community groups
- Website developed to incorporate an online service offering and accessibility improvements
- Priority HR policies reviewed and reissued to staff



## Financial Review

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Financial performance for 2022/2023 was strong, and performed better than expected given the external pressures in a year of rising inflation and with the ongoing cost of living crisis. We were delighted to achieve **total income** in the year of £721k, through a combination of our bid application processes, and through our unrestricted fundraising activity.

CAAS made a **total deficit** of £46.2k in the year (prior year surplus of £116k). This can be broken down between a £8.1k surplus on unrestricted funds, and a £54.3k deficit on restricted funds. The Charity's financial position at year end remains strong, with overall reserves being £293.2k (21/22: £339.5k).

The £54.3k **deficit on restricted funds** (21/22 surplus 87.5k) was planned for, as the charity aimed to use up prior year brought-forward funds that had built up when covid restrictions meant some activities couldn't take place. We are really pleased that we were able to utilise those funds, and provide more services to users in 2022/23

At year end we are still holding a **carried forward restricted reserves** balance of £33k. Some of this is due to timing of later funding being utilised early in the new year, some is specific project work for Q1 23/24 and some is related to specific ADHD spend which it has been agreed can be repurposed in 2023/24 to better meet need. We expect the year end restricted reserves balance to be fully spent over the coming months.

**Carried forward unrestricted reserves** are £260k (21/22: £252k), equivalent to 89% of total reserves. Unrestricted reserves are higher than policy and are intended to be wound down over the next 1 to 3 years. Trustees are happy to accept a higher than policy level of reserves in the meantime given the inherent uncertainty in the economy and in the funding market.

CAAS **restricted income** in 2022-23 increased by 7% to £563k (21/22: £527k). Restricted income has grown steadily in the year, after significant growth in the Autistic Adults' service area in the prior year. This has allowed the charity to focus and bed down the Adult service, which now represents around 50% of the total charities funding, as well as providing the capacity to utilise the bought-forward reserves across all service areas.

We are delighted to have been successful in further funding opportunities in the year. Ealing Community Partners approved a 3-year funding grant for Family services focussing on one to one and sleep support, which extended our offering into Ealing for family services. Hillingdon CNWL approved a 1-year funding award to support 16-25-year-olds, extending our support to this new age bracket. Awards for All funded sleep support for families for 1 year; this is a service which is in ever increasing demand. Additional youth funding came from HeadsUp (in partnership with CAMHS), Harrow Young Foundation and Build Back Better.

Smaller amounts were received from Masons, to support our Gamers group and a monthly Film Group for young adults, and Pinner Rotary who supported our young people's film group, ensuring these social spaces for young people and adults can continue, providing tailored opportunities for ADHD/autistic individuals to socialise and spend time with others 'like me'.

As ever, we are so very grateful to all our funders, as their support allows us to continue the work that is in such demand from our clients, and which they tell us they need in order to thrive. Longstanding funders who have supported us to deliver a range of projects in recent years, and who continued to award funds to us this year included NWL ICB, The National Lottery Foundation, Harrow Council, Harrow Adult Social Care, Harrow CCG, CNWL CCG, Heads up Mind, City Bridge Trust, Comic Relief, Hillingdon council and John Lyon.

Our **unrestricted income** decreased to £158k from £234k in the prior year. The charity did exceptionally well in the prior year due to a one-off donation of £105k from Hillingdon Mayor charity of the year. So, if we were to exclude that, the underlying trend is a £29k increase of income year on year. We are incredibly grateful to Michael Kilcoyne and Kilhan Construction for raising an amazing £70k (which was £25k better than the previous year!) from a half marathon and fun run. The race is becoming a real focal point to the year, and we are so lucky to have such kind and dedicated fundraisers who raise so much money for us in such a positive way.

We also did really well in our applications for unrestricted grants and trusts, being awarded £29k for these in the year. We were so pleased to be awarded two cost of living grants from City Bridge and John Lyon, in recognition for the increased costs we faced in the year, as well receiving as core funding from Garfield Weston and Edward Gosling. These increases offset the decline seen in Facebook funding which resulted partly from technical difficulties arising from our change in charity number, as well as being indicative of general challenges in the fundraising market.

Our **expenditure on raising funds** has increased to £38.8k, from £30.3k in the prior year. This includes fundraising direct costs and an allocation of general support costs. This area has been a real focus in the year due to the tough external financial environment, meaning fundraising has become more and more challenging, requiring more effort and focus.

Our **support costs** have also risen slightly this year to £213k from £189k last year. Telephone and computing increasing by £12k due to improving our IT infrastructure, launching a new monitoring system to better record our client contacts and communicate across teams, and increased IT support costs. Staff costs increased by £17k, due to headcount increases in the year. We saw a saving of £5k year on year in premises capital costs, due to prior year doing refurbishments in the Adult hub.

**Headcount** increased to 24 staff which translates to 14.6 Full time equivalents, which has increased from 11.9 FTE's in 2021/22, that is an increase of approximately 23%.



Overall, CAAS is in a strong position for the year ahead, 2022/23 has bought more and continuing external pressures in an environment with high inflation, driving a cost-of-living crisis and wage inflation which is putting pressure on our cost base and staff costs, coupled with continuing local authority budget constraints and seeing much more competition in the funding market. Maintaining and securing funding continues to be an ongoing challenge so, we remain cautious given an uncertain economic outlook. However, we feel we have a strong financial base and team to face these challenges, and look forward to the year ahead.

## Reserves Policy

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During the year the trustees approved a new Reserve Policy for CAAS which set out sets out that unrestricted reserves need to be maintained at a level that can meet our liabilities, as well as provide some security regarding the risks CAAS faces. As such, it has been agreed that reserves should be maintained at a level that covers the following:

1. 2 months of total staff salaries
2. 6 months of premises costs (allowing for an inflationary uplift in service charge)
3. 3 months of expenditure on direct costs, corporate costs, and other support costs
4. 3 months of significant (greater than £20K) restricted funding bids that expire in the next six months.
5. Any additional risk premium deemed necessary by the board following risk register review

If 'free reserves' exceed 25% above or below target, then a recovery/investment plan will be prepared by SLT for consideration by the Trustees. If unrestricted reserves are lower than required, the CEO / Trustees should consider:

- Increasing fundraising
- Increasing earned income through the operation of more training/workshops
- Increasing membership fees and parental contributions
- Reducing expenditure, for example on self-funded courses, stationery costs etc.

If reserves are higher than that which is required, CAAS should consider investment in self-funded courses, staff, or infrastructure building activities.

At the year end, free reserves are £260,077, which is £101k higher than the policy requires. The trustees approved a budget for 23/24 that includes a deficit for the year, which will bring reserves in line with policy. With the external uncertainty and the need to develop our infrastructure, the trustees are happy to accept an overhold of reserves whilst these spending plans are implemented.

## Going Concern

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As we entered the financial year in April 2022, the coronavirus pandemic was finally feeling more under control, and we were offering a blended service to our clients, with some in-person and some remote projects. Staff were returning to work in the office on a hybrid basis, as we aimed for staff to be working for around 60% of their hours in the office, and 40% of their time from home.

The impact of the pandemic on service delivery meant that a number of projects had been put on hold, and new risk assessments completed before they could be offered again. This meant that we entered this financial year with a high level of bought forward restricted reserves, which represented funded projects that still needed to be delivered. We are proud that we worked hard this year to ensure those projects were all offered, so we end the year with just £33k in restricted reserves, with plans well underway to deliver that work in this coming financial year.

We were also pleased that we have ended the year with unrestricted reserves higher than required, following careful fiscal management throughout the pandemic and prudent use of the large Hillingdon Mayor donation that was received in 21/22.

The charity has a strong balance sheet, with unrestricted reserves of £260k, which is above the minimum required by the reserve policy approved by trustees, and there is no indication of any short-term cashflow shortfall.

Given the availability and liquidity of these unrestricted funds, the trustees believe the charity will have sufficient resources to meet its liabilities as they fall due. As such, they remain satisfied that the charity can continue operating for the foreseeable future, and these accounts have been prepared on a going concern basis.

## Investment

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During the year, all cash balances were held in easily accessible current accounts, with no long-term investments held.

## Thanks, and acknowledgements

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As ever there is a long list of people we need to thank for enabling us to provide the services we do. Firstly, to our funders:

- Awards for All
- BBC Children in Need
- Build Back Better (Young Harrow Foundation)
- City Bridge Foundation
- Comic Relief
- Central & North West NHS Foundation Trust
- Ealing Community Partners
- North West London ICB
- Harrow Council Early Support Service
- Harrow Council Adult Social Services
- Heads up Consortium
- Heads up Consortium in partnership with Cahms
- John Lyon's Charity
- London Borough of Hillingdon
- Kilhan Construction
- The Masonic Province of Middlesex Charitable Trust
- The National Lottery Foundation Reaching Communities
- North West London CCG (Harrow)
- North West London CCG (Brent)
- Players of People's Postcode Lottery
- Rotary club - Pinner

We'd like to thank our partners and colleagues in the voluntary sector, especially our HeadsUp Partners, Mind in Harrow, Mosaic LGBTQ Centre, The Wish Foundation and Paiwand. We'd also like to say thanks to Dan and the team at Young Harrow Foundation for their ongoing support.

Special thanks go to our two regular volunteers:

- Simon Morrison, who has continued to support one of our weekly Drop-In Support Groups for parents and carers, and;
- TK Vincent, who has provided 102 hours of Systemic Family Counselling for our clients.

As per generally accepted accounting policies, we have not included volunteers in our staff figures.

Trustees are a special group of volunteers, who take on the legal responsibility of the charity. We really appreciate the work of all trustees, and the time they give up to ensure that we have strong governance. Thank you.



And finally, to the staff team who have worked so hard. It is difficult to describe just how lucky we are to have such a knowledgeable, adaptable, caring staff body. They work tirelessly to make sure that ADHD/autistic people and their families get the support that they needed, whilst also taking the time to care for each other. It is an honour and privilege to watch the manner in which the staff team live out our core values, whilst also making sure CAAS is a fun and happy place to work. Thank you.

## Reference and Administrative Information

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|                                                   |                                                                                                                                   |           |                                     |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------|
| Charity Number:                                   | 1193799 (England and Wales)                                                                                                       |           |                                     |
| Legal Status:                                     | The organisation is a Charitable Incorporated Organisation and as such is governed by its Memorandum and Articles of Association. |           |                                     |
| Trustees who served during this reporting period: |                                                                                                                                   |           |                                     |
|                                                   | Gabriella Eberhardtne                                                                                                             | Chair     | Appointed 21 <sup>st</sup> Nov 2018 |
|                                                   | Kay D'Cruz                                                                                                                        | Secretary | Resigned 15th July 2022             |
|                                                   | Simon Taylor                                                                                                                      | Treasurer | Appointed 23 <sup>rd</sup> Nov 2022 |
|                                                   | Alison Futerman                                                                                                                   | Trustee   | Appointed 12 <sup>th</sup> May 2021 |
|                                                   | Nicholas Moser                                                                                                                    | Trustee   | Appointed 15 <sup>th</sup> Dec 2021 |
|                                                   | Tejpal Barnes                                                                                                                     | Trustee   | Resigned 18 <sup>th</sup> Nov 2022  |
|                                                   | Lynne Fearn                                                                                                                       | Trustee   | Appointed 23 <sup>rd</sup> Nov 2022 |
|                                                   | Zoe Campbell                                                                                                                      | Trustee   | Appointed 23 <sup>rd</sup> Nov 2022 |
|                                                   | Nicola Connor                                                                                                                     | Trustee   | Appointed 31 <sup>st</sup> Jan 2023 |
| CEO:                                              | Kay D'Cruz                                                                                                                        |           |                                     |
| Registered Office:                                | 2nd Floor, Television House<br>269 Field End Road<br>Eastcote<br>HA4 9XA                                                          |           |                                     |
| Auditor:                                          | Griffin Stone Moscrop & Co<br>21 -27 Lamb's Conduit Street, London,<br>WC1N 3GS                                                   |           |                                     |
| Bankers:                                          | Lloyds<br>Santander<br>Virgin Money<br>Nationwide                                                                                 |           |                                     |

## **Structure, Governance and Management**

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### Governing document

CAAS is a Charitable Incorporated Organisation governed by a Foundation CIO Constitution adopted on April 1<sup>st</sup> 2021.

### Appointment of Trustees

The Chair of the Board of Trustees is elected by the members of the Board. CAAS recruit Trustees through the submission of a CV and covering letter followed by an interview with the Senior Leadership and Chair. Candidates will then be invited to meet the existing Board of Trustees prior to being selected for the role. On joining the organisation, new trustees can expect to be properly inducted and supported in their role by existing trustees and senior managers in the organisation. All new trustees will be subject to a basic DBS check.

When considering appointments, CAAS consider the diversity of the current board of Trustees in terms of skills and experience, geographic representation, age and ethnic background; and we continually aim to increase the board's diversity.

### Trustee Induction, Training and Evaluation

New Trustees have a comprehensive induction coordinated by senior staff and fellow Trustees; this includes, for example, time spent with staff to find out about the work of the Charity. New trustees receive an Induction Pack containing the governing document, a Trustee Role Description, strategic plans and relevant policies and organisational information. Their attention is drawn to the relevant Charity Commission Guidance. They meet with the CEO to discuss and clarify their role and responsibilities before attending their first Trustee Meeting. All undertake to abide by the Trustees' Code of Conduct. All Trustees are offered ongoing training as required, as well as regular opportunities to engage with the Charity's beneficiaries, stakeholders and supporters.

### Organisation

The Board of Trustees meets around 8 times per year and holds responsibility for the strategic direction and overview of CAAS. The Trustees delegate the day-to-day running of the organisation to the CEO within a framework of delegated authority. Staff supervision and training are valued as a way of ensuring we maintain excellent standards of practice.

All Trustees are on fixed terms of office of four years and can serve up to three terms. Board attendance remains high.

The trustees would like to register our thanks for the commitment, input and service of Tejpal Barnes, who stepped down during the year.

## Key Executive Personnel

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The key executive personnel at the end of the year are the Board of Trustees and the CEO, Kay D'Cruz. Kay is ably assisted by the two other members of the Senior Leadership Team, Rebecca Murphy and Therese Glynn.

### Related parties and co-operation with other organisations

None of the trustees receives remuneration or other benefits from their work with the charity. There are no Trustees' interests to be disclosed. Trustees are invited to declare any relevant interests at each board meeting and formally requested to submit an annual register of interests form.

## Remuneration policy

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The board is responsible for considering the Directors remuneration, taking account of the skills and experience required and sector norms for charities of similar size. Staff pay is reviewed annually by the Directors and Trustees in relation to their responsibilities and performance, the external economic environment and financial affordability for CAAS. CAAS is a Living Wage Employer.

No Directors were paid more than £60,000 per year.

## Risk Management

The trustees are responsible for overseeing the risks faced by the organisation. They are identified, assessed and controlled throughout the year. The Senior Leadership Team and Trustees conduct regular reviews of the major risks to which the charity is exposed, and systems have been established to mitigate those risks.

Currently identified risks to the Charity include:

| Key Risk                                                                                                                                                                                                                                                                             | Mitigation                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Operational Delivery.</u> <ul style="list-style-type: none"> <li>Staff Turnover, Staff Illness &amp; Key man dependencies</li> </ul>                                                                                                                                              | <ul style="list-style-type: none"> <li>Review of performance cycle</li> <li>Annual staff survey and action plan</li> <li>Overhaul of HR policies</li> <li>Documentation of finance &amp; monitoring processes</li> <li>Succession planning, staff wellbeing and performance regularly discussed in SLT meetings.</li> <li>New induction and recruitment processes to ensure effective staff body</li> </ul>                       |
| <u>Operational Delivery.</u> <ul style="list-style-type: none"> <li>Issues with implementation of new key systems for monitoring and finance</li> </ul>                                                                                                                              | <ul style="list-style-type: none"> <li>Documentation, embedding, training, creating of report tools and staff support all incorporated in ops plan</li> </ul>                                                                                                                                                                                                                                                                     |
| <u>Fundraising</u> <ul style="list-style-type: none"> <li>Unsatisfactory unrestricted fundraising or poor performance at statutory, trust and foundation bid applications</li> </ul>                                                                                                 | <ul style="list-style-type: none"> <li>Fundraising plan created.</li> <li>Early diversification of income in place</li> <li>Effective fundraiser in post, with training and development needs well supported.</li> <li>Resources created for fundraising applications, and regular support from experienced external fundraising consultant.</li> <li>Focus on relationship building with statutory and trust funders.</li> </ul> |
| <u>Service Delivery.</u> <ul style="list-style-type: none"> <li>Increased complexity in the lives and support needs of our beneficiaries due to Covid and economic context, and lower mental being in more of our clients results in great safeguarding and referral risk</li> </ul> | <ul style="list-style-type: none"> <li>Level 3 training to be sourced and provided</li> <li>Update of safeguarding policy and DBS policy</li> <li>Overhaul of safeguarding reporting, along with staff training on new processes</li> <li>Development of new risk management processes and service quality framework</li> </ul>                                                                                                   |

The trustees are satisfied that appropriate steps are being taken to manage these risks, and that sufficient procedures are in place to enable management and trustees to assess the effectiveness of risk management.

No serious incidents were reported to the Charity Commission during this financial year.



## Fundraising

CAAS is registered with the Fundraising Regulator, and all fundraising activities are aligned with the Code of Fundraising Practice to ensure that they are legal, open, honest and respectful. CAAS has a number of policies and procedures that underpin its fundraising activities:

- Privacy Policy
- Safeguarding Policy
- Complaints Policy
- Equality and Diversity Policy
- Whistleblowing Policy
- Ethical Fundraising Policy

CAAS does not engage with external fundraisers.



Any individual undertaking to fundraise on behalf of CAAS is given clear guidance on how to fundraise within the law to adhere to the Code of Fundraising Practice, and fundraising activities carried out on behalf of CAAS by third parties are managed through regular communications with supporters and monitoring of social media activity.

## Equity, diversity and inclusion

CAAS aspires to be a genuinely inclusive charity through diverse representation at all levels, a culture that supports staff and volunteers to fully be themselves, and to be a charity that is inclusive and able to demonstrate how we have removed structural barriers that perpetuate racism, ableism, and other discriminatory behaviours.

All staff attend mandatory Equalities, Diversity and Inclusion Training to ensure we adhere to the CAAS Code of Conduct. This commits us to create a warm and welcoming environment for all and to ensure that our members, every person who works for or with us, volunteers with us or otherwise comes into contact with us, is treated with dignity and respect, and feels that they are in a safe and supportive environment, free from inappropriate, discriminatory, offensive or harmful behaviour.

Whilst we adhere to equality legislation, that is the minimum activity we undertake. We aspire to be better than the minimum of legislation, and we also recognise inequalities such as caring responsibilities, social class, and other ways individuals can be discriminated against. As an example, we have included flexible working for staff as a standard for many years to enable our team to work around their family/caring commitments. Our whole remit is to support those who are neuro-diverse, a long-underrepresented group, who face significant and structural health inequalities in their access to and experience of care and we are committed to challenging and improving that.

## Compliance with the Charity Governance Code

The aim of the Charity Governance Code is to help charities and their trustees develop high standards of governance. The Code is not a legal or regulatory requirement. Instead, the Code sets the seven principles and recommended practices for good governance and is deliberately aspirational, a tool for continuous improvement towards the highest standards.

A full external governance review was undertaken in 2019-20 with minimal recommendations for change. All suggested improvements have been implemented. CAAS is currently undertaking Trusted Charity accreditation.

## Trustees' responsibilities in relation to the financial statements

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The trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (the United Kingdom generally accepted accounting practice (UK GAAP)).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and the application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the *Charities (Accounts and Reports) Regulations* 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Disclosure of information to auditors

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The Trustees confirm, that as far as they are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware.
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

## Examiner Appointment

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Griffin Stone Moscrop & Co was initially appointed by CAAS on October 2022, and the trustees agreed their reappointment for examination of the 22/23 financial statements during the board meeting held on 12<sup>th</sup> July 2023.

## Approval

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The trustees' annual report was approved by the trustees on 11 December 2023 and signed on their behalf by:

Gabriella Eberhardtne Peter,  
Chair of Trustees  
Date: 11/12/23



## Independent Examiner's Report

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I report on the accounts of the charity for the year ended 31 March 2023, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

### Respective responsibilities of trustees and examiner

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

### Basis of independent examiner's report

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and 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

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 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 statement below.

### Independent examiner's statement

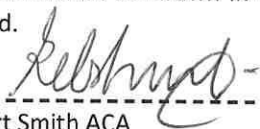
The charity's gross income exceeded £25,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England & Wales (ICAEW)

-----  
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination

which gives me cause to believe that in, any material respect:

- 1) the accounting records were not kept in accordance with section 130 of the Charities Act; or
- 2) the accounts did not accord with the accounting records; or
- 3) 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.

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.



-----

Robert Smith ACA

Griffin Stone Moscrop & Co

21 -27 Lamb's Conduit Street, London, WC1N 3GS

Date 11/12/23

## Financial Statements

### Statement of Financial Activities

For the year ended 31 March 2023

|                                    | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2023<br>£       | 2022<br>£      |
|------------------------------------|-------|----------------------------|--------------------------|-----------------|----------------|
| <b>Income and Endowments from:</b> |       |                            |                          |                 |                |
| Donations and Legacies             | 2     | 140,535                    |                          | 140,535         | 226,376        |
| Charitable Activities              | 3     |                            |                          |                 | 0              |
| Adult                              |       |                            | 277,706                  | 277,706         | 251,104        |
| Family                             |       | 11,150                     | 182,090                  | 193,240         | 160,285        |
| Youth                              |       |                            | 103,292                  | 103,292         | 113,665        |
| Other                              |       |                            |                          |                 | 8,200          |
| Other                              | 4     | 2,153                      |                          | 2,153           | 1,621          |
| Bank Interest                      |       | 3,914                      |                          | 3,914           | 396            |
| <b>Total</b>                       |       | <b>157,752</b>             | <b>563,088</b>           | <b>720,841</b>  | <b>761,647</b> |
| <b>Expenditure on:</b>             |       |                            |                          |                 |                |
| Raising Funds                      | 5     | 38,853                     |                          | 38,853          | 30,381         |
| Charitable Activities              | 6     |                            |                          |                 |                |
| Adult                              |       | 43,654                     | 306,868                  | 350,522         | 301,431        |
| Family                             |       | 45,693                     | 204,045                  | 249,738         | 160,943        |
| Youth                              |       | 21,433                     | 106,527                  | 127,960         | 139,959        |
| Other                              |       |                            |                          |                 | 12,746         |
| Support costs                      | 7     |                            |                          |                 |                |
| <b>Total</b>                       |       | <b>149,633</b>             | <b>617,440</b>           | <b>767,074</b>  | <b>645,459</b> |
| <b>Net Income/ Expenditure</b>     |       | <b>8,119</b>               | <b>(54,352)</b>          | <b>(46,233)</b> | <b>116,189</b> |
| <b>Reconciliation of Funds</b>     |       |                            |                          |                 |                |
| Total Funds Brought Forward        |       | 251,958                    | 87,518                   | 339,476         | 223,287        |
| <b>Total Funds Carried Forward</b> |       | <b>260,077</b>             | <b>33,166</b>            | <b>293,243</b>  | <b>339,476</b> |

In the prior year ended 31 March 2022, the total income of £761,647 included income from restricted funds of £527,352.

The total expenditure of £645,459 included expenditure from restricted funds of £512,120.

**Balance Sheet**

As at 31 March 2023

|                                                       | Notes | 2023<br>£      | 2022<br>£      |
|-------------------------------------------------------|-------|----------------|----------------|
| <b>Current assets</b>                                 |       |                |                |
| Debtors                                               | 10    | 109,372        | 51,642         |
| Cash at Bank and in Hand                              |       | 438,124        | 379,708        |
|                                                       |       | <b>547,496</b> | <b>431,351</b> |
| <b>Creditors: Amounts falling due within one year</b> | 11    | 254,253        | 91,875         |
|                                                       |       | <b>254,253</b> | <b>91,875</b>  |
| <b>Net Current Assets</b>                             |       | <b>293,243</b> | <b>339,476</b> |
| <b>Total Assets less Current Liabilities</b>          |       | <b>293,243</b> | <b>339,476</b> |
| <b>The Funds of the Charity</b>                       |       |                |                |
| Restricted Income funds                               | 12    | 33,166         | 87,518         |
| Unrestricted Funds                                    | 12    | 260,077        | 251,958        |
| <b>Total Funds</b>                                    |       | <b>293,243</b> | <b>339,476</b> |

The trustees' annual report was approved by the trustees on 11 December 2023 and signed on their behalf by:



Gabriella Eberhardtne Peter,  
Chair of Trustees Date: 11 December 2023

## Statement Of Cash Flows

For the year ended 31 March 2023

|                                                              | 2023<br>£      | 2022<br>£      |
|--------------------------------------------------------------|----------------|----------------|
| <b>Cash flows from operating activities</b>                  | 54,502         | 152,929        |
| <b>Cashflows from investment activities</b>                  |                |                |
| Interest income                                              | 3,914          | 396            |
|                                                              | <b>3,914</b>   | <b>396</b>     |
| <b>Increase/ (decrease) cash equivalents during the year</b> | 58,416         | 153,325        |
| Cash and cash equivalents at the beginning of the year       | 379,708        | 226,383        |
| <b>Cash and Cash equivalents at the end of the year</b>      | <b>438,124</b> | <b>379,708</b> |
| <b>Cash and Cash equivalents:</b>                            |                |                |
| Cash in Hand                                                 | 438,124        | 379,708        |
|                                                              | <b>438,124</b> | <b>379,708</b> |

## Notes to the Financial Statements For the year ended 31 March 2023

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### 1. Accounting Policies

#### a) Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and 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 (FRS 102), and the Charities Act 2011.

#### Basis of preparation

#### b) Public benefit entity

Centre for ADHD & Autism Support meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### c) Income

All incoming resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

#### d) Donated services

Donated professional services are recognised when the service is given and is valued as either the economic benefit of the service to the charity or the cost to the donor.

#### e) Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

#### f) Financial Instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

**Notes to the Accounts (continued)**

For the Year Ended 31 March 2023

**g) Provisions**

Provisions are recognised when the charity has a legal or constructive present obligation as a result of a past event, it is probable that the charity will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation. The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period it arises.

**h) Tangible fixed assets and depreciation**

There are no fixed assets held, capital items are expensed to the Statement of Financial Activities (SOFA) when incurred

**i) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in the furtherance of the general objectives of the charity.

Designated funds are unrestricted funds, which are reserved for a specific purpose and available for use at the discretion of the trustees in the furtherance of the general objectives of the charity.

The purpose and use of restricted funds are imposed by donors or by specific terms of charity appeals.

**j) Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

**k) Operating leases**

Rentals applicable to operating leases are charged to the Statement of Financial Activities (SOFA) as incurred.

**l) Tax status**

The company is a registered charity and is not subject to corporation tax.

**m) Value Added Tax**

The Charity is not VAT registered as does not meet the VAT taxable turnover threshold.

**n) Pensions**

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity. No contributions were owing at the balance sheet date.

**o) Volunteers**

The assistance received from volunteers has not been financially recompensed

**Notes to the Accounts (continued)**

For the Year Ended 31 March 2023

2. Analysis of Donations Received

|                 | Unrestricted<br>funds | Restricted<br>funds | 2023           | 2022           |
|-----------------|-----------------------|---------------------|----------------|----------------|
|                 | £                     | £                   | £              | £              |
| Donations       | 138,623               | 0                   | 138,623        | 224,434        |
| Membership Fees | 1,912                 | 0                   | 1,912          | 1,942          |
|                 | <u>140,535</u>        | <u>0</u>            | <u>140,535</u> | <u>226,376</u> |

3. Income from Charitable Activities

|                          | Unrestricted<br>funds | Restricted<br>funds | 2023           | 2022           |
|--------------------------|-----------------------|---------------------|----------------|----------------|
|                          | £                     | £                   | £              | £              |
| <b>Adult</b>             |                       |                     |                |                |
| Government Grants        |                       | 269,449             | 269,449        | 251,104        |
| Other Grants and Trusts  |                       | 8,257               | 8,257          | 0              |
| <b>Family</b>            |                       |                     |                |                |
| Government Grants        |                       | 68,877              | 68,877         | 45,725         |
| Other Grants and Trusts  |                       | 113,213             | 113,213        | 108,658        |
| Training and course fees | 11,150                |                     | 11,150         | 5,902          |
| <b>Youth</b>             |                       |                     |                |                |
| Government Grants        |                       | 14,372              | 14,372         | 0              |
| Other Grants and Trusts  |                       | 88,920              | 88,920         | 113,665        |
| <b>Other</b>             |                       |                     | 0              | 0              |
| Other Grants and Trusts  |                       | 0                   | 0              | 8,200          |
|                          | <u>11,150</u>         | <u>563,088</u>      | <u>574,238</u> | <u>533,254</u> |
|                          |                       | (0)                 | (0)            |                |

4. Income from other activities

|                                 | Unrestricted<br>funds | Restricted<br>funds | 2023         | 2022         |
|---------------------------------|-----------------------|---------------------|--------------|--------------|
|                                 | £                     | £                   | £            | £            |
| Fees from room rental and other | 2,153                 |                     | 2,153        | 1,621        |
|                                 | <u>2,153</u>          | <u></u>             | <u>2,153</u> | <u>1,621</u> |

**Notes to the Accounts (continued)**  
For the Year Ended 31 March 2023

5. Cost of Raising Funds

|                           | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2023<br>£     | 2022<br>£     |
|---------------------------|----------------------------|--------------------------|---------------|---------------|
| Seeking donations, grants | 20,006                     |                          | 20,006        | 18,391        |
| Direct costs              | 7,590                      |                          | 7,590         | 1,746         |
| Cost of services provided | 3,986                      |                          | 3,986         | 2,825         |
| Support costs staff       | 4,039                      |                          | 4,039         | 3,347         |
| Support costs other       | 3,232                      |                          | 3,232         | 4,072         |
|                           | <b>38,853</b>              |                          | <b>38,853</b> | <b>30,381</b> |

6. Cost of Charitable Activities

|        | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2023<br>£      | 2022<br>£      |
|--------|----------------------------|--------------------------|----------------|----------------|
| Adult  | 43,654                     | 306,868                  | 350,522        | 301,431        |
| Family | 45,693                     | 204,045                  | 249,738        | 160,943        |
| Youth  | 21,433                     | 106,527                  | 127,960        | 139,959        |
| Other  | 0                          | 0                        | 0              | 12,746         |
|        | <b>110,780</b>             | <b>617,440</b>           | <b>728,221</b> | <b>615,077</b> |

**Analysis of expenditure on charitable activities**

|               | Total<br>2023<br>£ | Total<br>2022<br>£ |
|---------------|--------------------|--------------------|
| <b>Adult</b>  |                    |                    |
| Staff Costs   | 238,295            | 201,876            |
| Direct Costs  | 72,533             | 59,836             |
| Support Costs | 39,694             | 39,718             |
|               | <b>350,522</b>     | <b>301,431</b>     |
| <b>Family</b> |                    |                    |
| Staff Costs   | 163,856            | 101,467            |
| Direct Costs  | 43,159             | 28,552             |
| Support Costs | 42,723             | 30,924             |
|               | <b>249,738</b>     | <b>160,942</b>     |
| <b>Youth</b>  |                    |                    |
| Staff Costs   | 88,784             | 81,838             |
| Direct Costs  | 21,288             | 35,083             |
| Support Costs | 17,888             | 23,038             |
|               | <b>127,960</b>     | <b>139,959</b>     |
| <b>Other</b>  |                    |                    |
| Staff Costs   |                    | 10,230             |
| Direct Costs  |                    | 0                  |
| Support Costs | 0                  | 2,515              |
|               | <b>0</b>           | <b>12,746</b>      |
| <b>Total</b>  | <b>728,221</b>     | <b>615,077</b>     |

**Notes to the Accounts (continued)**

For the Year Ended 31 March 2023

7. Support Costs

|                              | Cost of<br>Raising Funds<br>£ | Charitable<br>Activities<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|------------------------------|-------------------------------|-------------------------------|--------------------|--------------------|
| Staff costs                  | 24,045                        | 80,725                        | 104,770            | 87,582             |
| Telephone and Computing      | 735                           | 23,750                        | 24,484             | 12,476             |
| Legal & Professional & Audit | 371                           | 11,996                        | 12,367             | 11,791             |
| Fees fees                    |                               |                               |                    |                    |
| Trustee Expenses             |                               | 0                             | 0                  | 15                 |
| Rent & Premises Costs        | 1,959                         | 63,351                        | 65,311             | 70,842             |
| Other office costs           | 112                           | 3,635                         | 3,747              | 4,497              |
| Other Support costs          | 55                            | 1,776                         | 1,831              | 2,189              |
|                              | <b>27,277</b>                 | <b>185,233</b>                | <b>212,510</b>     | <b>189,391</b>     |

8. Trustees

There were no trustee payments in the year (2022 £200)

Trustee Expenses are nil (2022 £15)

There were no donations received from trustees during the year (2022 nil.)

There were no other related party transactions in the year

9. Employees

The average number of employees during the year was 24 (2022:21)

The average number of full-time equivalent employees during the year was:

|                            | Total<br>2023 | Total<br>2022 |
|----------------------------|---------------|---------------|
| Adult                      | 5.0           | 4.0           |
| Family                     | 3.1           | 2.9           |
| Youth                      | 2.6           | 1.9           |
| Administration & Directors | 3.0           | 2.7           |
| Marketing and Fundraising  | 1.0           | 0.4           |
|                            | <b>14.6</b>   | <b>11.9</b>   |

|                         | Total<br>2023<br>£ | Total<br>2022<br>£ |
|-------------------------|--------------------|--------------------|
| <b>Employment Costs</b> |                    |                    |
| Wages and Salaries      | 541,783            | 434,733            |
| Social Security         | 51,238             | 36,625             |
| Pension Contributions   | 10,136             | 7,365              |
|                         | <b>603,157</b>     | <b>478,723</b>     |

No employee's earned over £60,000

**Notes to the Accounts (continued)**

For the Year Ended 31 March 2023

10 : Debtors

|                                     | Total<br>2023<br>£ | Total<br>2022<br>£ |
|-------------------------------------|--------------------|--------------------|
| <b>Amounts due within one year:</b> |                    |                    |
| Trade Debtors                       | 100,878            | 42,016             |
| Other Debtors                       | 8,494              | 9,627              |
|                                     | <u>109,372</u>     | <u>51,642</u>      |
|                                     | 0                  | 0                  |

11 : Creditors

|                                     | Total<br>2023<br>£ | Total<br>2022<br>£ |
|-------------------------------------|--------------------|--------------------|
| <b>Amounts due within one year:</b> |                    |                    |
| Accruals and Deferred Income        | 254,253            | 91,875             |
|                                     | <u>254,253</u>     | <u>91,875</u>      |

Included within accruals is the Independent Examiners fee of £2,200 (2021 - £2,200)

**Notes to the Accounts (continued)**

For the Year Ended 31 March 2023

12: Restricted and Unrestricted Income Funds**Restricted Income Funds**

|         | Balance at<br>31/ 03/ 2022 | Incoming<br>Resources | Outgoing<br>Resources | Balance at<br>31/ 03/ 2023 |
|---------|----------------------------|-----------------------|-----------------------|----------------------------|
|         | £                          | £                     | £                     | £                          |
| General | 87,518                     | 563,088               | 617,440               | 33,166                     |
|         | <b>87,518</b>              | <b>563,088</b>        | <b>617,440</b>        | <b>33,166</b>              |
|         |                            | 0                     | 0                     | 0                          |

**Unrestricted Funds**

|         | Balance at<br>31/ 03/ 2022 | Incoming<br>Resources | Outgoing<br>Resources | Balance at<br>31/ 03/ 2023 |
|---------|----------------------------|-----------------------|-----------------------|----------------------------|
|         | £                          | £                     | £                     | £                          |
| General | 251,958                    | 157,752               | 149,633               | 260,077                    |
|         | <b>251,958</b>             | <b>157,752</b>        | <b>149,633</b>        | <b>260,077</b>             |

**Restricted Funds**

|                                                    | Balance at<br>31/ 03/ 2022 | Incoming<br>Resources | Outgoing<br>Resources | Balance at<br>31/ 03/ 2023 |
|----------------------------------------------------|----------------------------|-----------------------|-----------------------|----------------------------|
|                                                    | £                          | £                     | £                     | £                          |
| Awards for All                                     |                            | 9,976                 | 1,474                 | 8,502                      |
| BBC Children in Need                               | 7,590                      |                       | 7,590                 | 0                          |
| Brent - CCG                                        | 12,269                     |                       | 12,269                | 0                          |
| Build Back Better - Drama                          |                            | 7,855                 | 7,855                 | 0                          |
| Build Back Better - Lego Therapy                   | 3,000                      |                       | 3,000                 | 0                          |
| Central & North West NHS Foundation Trust          |                            | 7,112                 | 5,698                 | 1,414                      |
| City Bridge Foundation                             | 1,832                      | 27,550                | 29,382                | 0                          |
| Comic Relief                                       |                            | 7,691                 | 7,691                 | 0                          |
| Ealing Community Partners                          |                            | 45,145                | 45,145                | 0                          |
| Harrow Council (Adult)                             | 995                        | 29,822                | 29,823                | 995                        |
| Harrow Council (Early Support)                     | 5,000                      | 29,057                | 32,194                | 1,864                      |
| HeadsUp consortium                                 | 5,068                      | 11,961                | 17,028                | 1                          |
| HeadsUp consortium community assests               |                            | 1,780                 | 1,780                 | 0                          |
| HeadsUp consortium/ Cahms                          |                            | 7,438                 | 7,438                 | 0                          |
| John Lyon                                          |                            | 31,000                | 31,000                | 0                          |
| London Borough Hillingdon                          |                            | 15,000                | 15,000                | 0                          |
| London Borough Hillingdon 16 -25                   |                            | 14,372                | 13,636                | 737                        |
| National Lottery Reaching Comm.                    | 1,163                      | 62,330                | 61,304                | 2,189                      |
| NWL CCG Harrow - 1                                 | 4,357                      | 21,247                | 22,533                | 3,071                      |
| NWL CCG Harrow - 2                                 | 16,725                     |                       | 2,332                 | 14,393                     |
| NWL ICB                                            |                            | 220,000               | 220,000               | 0                          |
| NWL ICB                                            | 29,519                     |                       | 29,519                | 0                          |
| Players of People's Postcode Lottery               |                            | 3,995                 | 3,995                 | 0                          |
| Rotary                                             |                            | 1,500                 | 1,500                 | 0                          |
| The Masonic Province of Middlesex Charitable Trust |                            | 8,257                 | 8,257                 | 0                          |
| <b>Total</b>                                       | <b>87,518</b>              | <b>563,088</b>        | <b>617,440</b>        | <b>33,166</b>              |

**Notes to the Accounts (continued)**

For the Year Ended 31 March 2023

13: Restricted Funds Prior Year**Statement of Restricted Funds Prior Year**

|                                      | Balance at<br>31/03/2021 | Incoming<br>Resources | Outgoing<br>Resources | Balance at<br>31/03/2022 |
|--------------------------------------|--------------------------|-----------------------|-----------------------|--------------------------|
|                                      | £                        | £                     | £                     | £                        |
| BBC Children in Need                 | 6,156                    | 27,992                | 26,558                | 7,590                    |
| Brent - COG                          | -                        | 20,582                | 8,313                 | 12,269                   |
| Build Back Better                    | -                        | 3,000                 | -                     | 3,000                    |
| City Bridge Foundation               | 1,561                    | 27,050                | 26,778                | 1,833                    |
| Clothworkers                         | -                        | 8,200                 | 8,200                 | 0                        |
| Comic Relief                         | 1,880                    | 16,156                | 18,036                | 0                        |
| Comic Relief - covid relief          | 140                      | -                     | 140                   | 0                        |
| Frustrated Communications            | -                        | 6,000                 | 6,000                 | 0                        |
| Global make some noise               | 122                      | -                     | 122                   | 0                        |
| Harrow Council (Adult)               | 10,488                   | 20,000                | 29,493                | 995                      |
| Harrow Council (Early Support)       | 3,933                    | 29,948                | 28,881                | 5,000                    |
| Harrow Giving                        | -                        | 5,540                 | 5,540                 | 0                        |
| HeadsUp consortium                   | 2,946                    | 19,699                | 17,577                | 5,068                    |
| John Lyon                            | -                        | 15,500                | 15,500                | 0                        |
| John Lyons Charity                   | 5,127                    | -                     | 5,127                 | 0                        |
| London Borough Hillingdon            | -                        | 15,000                | 15,000                | 0                        |
| London Community Foundation          | 880                      | -                     | 880                   | 0                        |
| National Lottery Teaching Comm.      | 1,002                    | 62,330                | 62,169                | 1,163                    |
| NWLOOG Harrow - 1                    | 7,777                    | 21,247                | 24,667                | 4,357                    |
| NWLOOG Harrow - 2                    | 28,383                   | -                     | 11,659                | 16,724                   |
| NWLICB                               | -                        | 220,000               | 190,481               | 29,519                   |
| Players of People's Postcode Lottery | -                        | 9,108                 | 9,108                 | 0                        |
| Vinci Foundation UK                  | 1,891                    | -                     | 1,891                 | 0                        |
| Total                                | 72,286                   | 527,352               | 512,120               | 87,518                   |

## **Notes to the Accounts (continued)**

For the Year Ended 31 March 2023

### **Purpose of Restricted Funds**

#### **Awards for All**

Funds received to provide one to one sleep support and sleep workshops for Families, as many people with ADHD and autism suffer with sleep difficulties

#### **BBC Children in Need**

Funds received to support young people with ADHD and or Autism and their parents through one to one support, dramatherapy, drama workshops and a monthly film group

#### **Brent - CCG**

Funds received to provide support to young people and families in Brent with ADHD and or Autism by providing one to one support and parenting groups

#### **Build Back Better through Young Harrow Foundation - Lego Therapy**

Funds received to support young people with ADHD and or Autism through Lego Therapy courses

#### **Build Back Better through Young Harrow Foundation - Drama Therapy**

Funds received to support young people in Harrow with ADHD and or Autism through Dramatherapy courses

#### **Comic Relief**

Funds received to fund to provide One to One support for young people and training for parents, schools and young people with ADHD and or Autism in Harrow.

#### **CCG Harrow - 1**

Funds received to provide one to one support for Adults with ADHD in Harrow and to provide support for young people and families with ADHD and or Autism in Harrow

#### **CCG Harrow - 2**

Funds received to provide support for Autistic adults and their carers in Harrow including screening, one to one support, post diagnostic groups and coffee evening group for carers.

Funding received also provides one to one support for ADHD Adults in Harrow.

#### **City Bridge Foundation**

Funds received to provide one to one support and groups for young people with ADHD or Autism

#### **Central & North West NHS Foundation Trust**

Funds provided for peer to peer support work and training

**Ealing Community Partnerships**

Funds received to support families in Ealing with post diagnostic support, one to one support and sleep support

**Harrow Council Early Support Service**

Funds received to provide families in Harrow with ADHD and or Autism, access to parenting groups and one to one support, with particular focus on supporting families in social care

**Harrow Council Social Care - Autistic Adults**

Funds received to provide one to one support and Adult groups in Harrow for Adults with Autism

**HeadsUp and mind consortium**

Funds received to provide support to young people in Harrow with ADHD and or Autism by providing one to one support and groups that enable social interaction and information on their diagnosis

**HeadsUp and mind consortium - community assets**

Funds received for training to bring awareness about ADHD and Autism

**Hillingdon Borough Council**

Funds received to provide families in Hillingdon with ADHD and or Autism, access to parenting groups and one to one support

**Hillingdon Borough Council 16 -25**

Funds received for provide young people in Hillingdon aged 16 - 25 one to one support and social groups

**John Lyon Charity**

Funds received to provide support to young people and families in Harrow & Brent and with ADHD and or Autism through one to one support and parenting groups

**The Masonic Province of Middlesex Charitable Trust**

Funds received for provide young people access to social and interactive groups

**National Lottery Foundation Reaching Communities**

Funds received to provide families living with ADHD and or Autism a coffee morning service with creche to enable families to connect and explore ways to get more help

As well as providing one to one support for families and focus on families that require translation

**North West London ICB (NWL)**

Funds received to provide Adults with autism one to one support, groups for social, educational purposes to help better understand their diagnosis.

As well as professionals training across North West London boroughs

**Players of People's Postcode Lottery**

Funds received to provide one to one sleep support and sleep workshops for Families, as many people with ADHD and autism suffer with sleep difficulties

**Rotary - Pinner**

Funds received to provide young people with access to social groups