

**Bexley Special Needs Access to Provision
(Bexley SNAP)**

Charity number 1050054

Trustees' Report and Financial Statements

For the year ended 31 March 2015

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Bexley Special Needs Access to Provision Trustees' Annual Report For the year ended 31 March 2015

Legal and Administrative Information

Patron

Steve Backley OBE

Trustees

Alan Milner, Chairman

Shaun Farrell, Vice Chair

Joan Ratcliff, Trustee

Ruth Hambrook, Trustee

Tom Strannix, Trustee *resigned 22nd September 2015*

Charity Registered Number

1050054

Main Office

Thames Innovation Centre, 2 Veridion Way, Erith, Kent DA18 4AL

Working Name

Bexley SNAP

Principal Staff and Secretary to the Management Committee

Carol Penny, Chief Executive until 30th June 2015

Aline Macready, Chief Executive from 3rd August 2015

Independent Examiner

Alexandra Durrant Chartered Accountants and Registered Auditors

10a/12a High Street, East Grinstead, West Sussex RH19 3AW

Bankers

National Westminster Bank Plc, 235 Bexley Road, Northumberland Heath, Erith, Kent DA8 3XX

CCLA Investment Management Ltd (COIF Charities Deposit Fund) 85 Queen Victoria St, London EC4V 4ET

Report of the Management Committee for the year ended 31 March 2015

The Management Committee, which is made up of the charity's Trustees, submit their annual report and the financial statements of Bexley SNAP for the year ended 31 March 2015. The Trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005.

Structure, Governance and Management

Constitution

The charity is governed by its Constitution, which was adopted on 12 September 1994 and amended at an Annual General meeting on 2 March 2004. Membership of the charity is open to all persons who are interested in furthering the work of the charity and may be individuals over the age of 18 or any corporate or unincorporated body.

Bexley Special Needs Access to Provision Trustees' Annual Report For the year ended 31 March 2015

Management Committee

The management of the charity is the responsibility of the Management Committee, who are elected, nominated or co-opted under the terms of the Constitution. Members of the Management Committee are also Trustees of the charity. At each Annual General Meeting the members elect from amongst themselves a Chair. All members of the Management Committee retire from office together at the end of the Annual General Meeting next after the date on which they came into office but they may be re-elected or re-appointed.

Trustee induction and training

On appointment new Trustees receive information on Bexley SNAP's constitution and governance and on the strategic plan for the period. They are also provided with the Charity Commission's guide "The Essential Trustee" and attend a "teach-in" so that they can familiarise themselves with the work of the charity, meet the staff and gain an appreciation of the scope of its activities.

Risk management

As part of their duties the Trustees have considered the risks to Bexley SNAP's stability and ability to continue its work. The Trustees have done this by identifying and analysing risks by severity of risk and the likelihood of it happening and agreed action to manage these risks. A strategic plan has been developed and is updated annually, so that the charity's policies and procedures can continue to mitigate the operational risks which it faces. Internal risks are minimized by controls which require authorisation of all transactions and major projects, subject only to the limitations imposed on the potential for segregation of duties due to the small number of permanent staff.

Procedures have been implemented to ensure compliance with health and safety of staff, volunteers, service-beneficiaries and visitors.

Organisational structure

Bexley SNAP is run from its head office at the Thames Innovation Centre, Erith, Kent. The Management Committee met three times during the year. The charity undertook a Strategy Review in 2012 resulting in a renewed set of priorities and a draft strategic plan which has formed the basis of our work focusing on key areas in 2015. Bexley SNAP will use the plan to implement a number of changes which will enable the charity to deliver services more effectively, make best use of resources and identify staff and volunteer development needs.

Day to day responsibility for the provision of services has been delegated to the Chief Executive who is responsible for ensuring that the services specified by grant-makers and the Management Committee are delivered and that key performance indicators are met.

Patron

SNAP is very proud to work with its patron, Steve Backley OBE, Olympic Champion and former javelin world record holder. We are looking forward to a long and mutually beneficial relationship with our patron.

Bexley Special Needs Access to Provision Trustees' Annual Report For the year ended 31 March 2015

Vision, Mission and Values

SNAP's vision is that disabled children have choices and a right to a fulfilling life.

We work to achieve this vision by making it our mission to increase the choice of services and activities available to disabled children and young people, while reducing the isolation and frustration experienced by families of disabled children.

We do this by:

- Influencing** both local policy and the local community
- Participation** putting the child or parent/carer at the heart of our thinking and planning
- Demonstrating** what disabled children CAN do, not what they cannot
- Responding** to new needs as they emerge

We are committed to the following **values**:

Understanding and showing respect and commitment to the families we work with **Passion** because disabled children and young people need a 'champion' at all times **Actively listening** so that we can help reduce the struggle and battle that parents face **Seeing the disabled child** as part of a whole family with different support needs **Believing** that disabled children belong and are welcome in our community

Objectives and Activities

Bexley SNAP delivers five main activities:

- Family services
- Short Breaks services, consisting of play schemes for children/young people 2-18 years, youth club 11+ and Saturday Fun Club (2-10 yrs)
- "Little Stars" (Bexley School for Parents)
- Early Support keyworker
- Education Health and Care Plan keyworkers
- Archway project

The overall aims of the charity over the next two years are to:

- Develop a Marketing strategy to publicise SNAP's Vision, Mission, Values and services
- Expand our services to respond to the Children and Family Act 2014 and work with young adults up to the age of 25yrs and expand the geographical area to meet the demand
- Embrace the value of measuring impact to improve services for children and families
- To develop trusting relationships with other short break providers and establish a consortium, to enable successful bidding of commissioned services
- Develop services for disabled children and young people who fail to meet the LBB criteria for short breaks
- Reduce the reliance of LBB funding and increase the income from grants and donations

Bexley Special Needs Access to Provision Trustees' Annual Report For the year ended 31 March 2015

Objectives and Activities (continued)

The priorities for 2015-16 identified in the Strategy included:-

- Embed the vision, mission and values in our everyday work and planning
- Recruit additional trustees with identified skills
- increase our capacity to measure impact effectively
- seek advantageous partnerships to enhance our work
- increase use of website, Facebook and Twitter for improved communications with stakeholders and beneficiaries.

All priorities were successfully achieved and will be maintained, as new priorities for 2015-2016 are developed.

In reviewing the charity's aims, objectives and planned activities the Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission.

Organisational Achievements

In addition to the continual developments in services and in response to changing needs over the last year SNAP's key organisational achievements include:

- Developed our corporate partnership with Berkeley Homes (West London) Limited
- The launch of regular Sensory Stars sessions delivered by a member of our Senior Support Team.
- Increased joint working with visitors to SNAP including; trainee paediatric GP's, Physiotherapists, Educational Psychologists, Occupational therapists, Bexley Visual Impairment Advisory team, Bexley Autism Advisory Team, Parent Partnership Officer, Nursery SENCO, Bexley CAMHS, Samaritans, Dentist, Family Liaison Officers, – all of whom visited to learn about our work or undertake some joint work with a child or family they were supporting.
- Restructuring of the Short Break Services to streamline the management, efficiency and cost of the service.
- Reorganisation of Youth Provision to meet the demands of the young people and their families.
- Series of workshops for parents and carers of children with Down's Syndrome in partnership with Bexley Voice, London Borough of Bexley Speech and Language Advisory Service, Down's Syndrome Association. Parents of children on the Autistic Spectrum have been able to access the Living with Autism Courses.
- Partnerships with Marlborough and Woodside School, Hillsgrove Children's Centre and Royal Park Primary School have enabled us to run youth clubs, Saturday clubs, holiday schemes and hydrotherapy swimming sessions from their premises.

Bexley Special Needs Access to Provision Trustees' Annual Report For the year ended 31 March 2015

Organisational Achievements (continued)

- 96 new families of disabled children became SNAP members this year. This is an average of 8 new families joining each month.
- 24 active volunteers supported our children and families directly at our services, undertook vital administrative support and formed a fundraising team to organise successful fundraising events.

Financial Review

The Trustees report a surplus of £41,192 for the year, compared to a surplus of £29,638 in the previous year. Incoming resources increased by £22,365 (6.6%) and resources expended by £10,811 (3.5%). The increase in income was primarily due to an increase in donations, largely through corporate sponsorship from Berkeley Homes (West London) Limited and All Access Ltd.

Staff costs were 76% of total resources expended (2014: 77%). The Trustees are grateful to the charity's staff for their dedication and resourcefulness, providing quality care and support at a minimal cost.

The purposes for which unrestricted and restricted funds are held are set out in Note 14 to the financial statements. The Trustees have reviewed the financial position of the funds under its control and consider that there are sufficient assets available to meet the projected demands. The charity's staff have worked well to control expenditure and create new avenues for generating income from Bexley SNAP's knowledge base and skills.

Funding strategy

SNAP uses its status as a children's disability organisation as a means of attracting funding and grants from both centrally and locally delegated agencies to underpin our existing and long term work. We appreciate that funding becomes available intermittently within key priority areas and is usually directed by government policy. The London Borough of Bexley, in line with local authorities across the country, has adopted a commissioning framework for service provision. SNAP will endeavour to ensure that it has the capacity to compete for tenders and commissioning briefs which will enhance the provision of services to disabled children.

Additionally, SNAP will continue to seek funding from external grant makers. In 2014-15, 28% of incoming resources came from external donations, grants and other sources (2013-14 27%). Future funding initiatives that promote a range of support mechanisms for disabled children and their families will be applied for and utilised to support and expand our services.

Investment policy and performance

The Constitution of the charity provides that monies not immediately required for the charity's own use be invested in investments, securities or property as may be thought fit. The charity currently holds surplus cash balances on deposit with the COIF Charities Deposit Fund and is satisfied that the interest rates achieved are in line with market conditions.

Bexley Special Needs Access to Provision Trustees' Annual Report For the year ended 31 March 2015

Financial Review (continued)

Reserves policy

The policy agreed by the Management Committee of Bexley SNAP is that, to the extent possible, revenue reserves should be sufficient to cover the following items:

- Exit Strategy Reserve - to be used only in the event of Bexley SNAP's funding drying up to such an extent that it can no longer continue to provide services and support to families. The reserve required for these purposes stands at £20,000 comprising statutory redundancy payments.
- Investment Fund – A substantial legacy was received in the year to March 2005. The Management Committee determined that £100,000 should be placed in a non-risk investment, the purpose of which is to assure continuity of charitable activities in future years.

Since then funds expended include support for the Information and Outreach service (Areas of Opportunity) for which committed funding ran out in June 2007 and the upgrading of the charity's information technology services to improve efficiency and service delivery. Similar expenditures will be incurred in the future. At 31 March 2015 this fund stands at £68,426.

- General Reserves – an equivalent of at least three months unrestricted operating costs, to act as working capital, thus ensuring Bexley SNAP can continue to provide services and support to families during gaps which arise in the flow of funding. In the year ended 31 March 2015, operating costs from general unrestricted funds were £299,089 and the funds not committed or invested in fixed assets at the end of the year were £113,629. This represents over four months of unrestricted operating costs.

Plans for Future Periods

During the year 2015-2016 Bexley SNAP will review our Business plan, strategy and policies to strengthen the organisation and prepare for the changing economic climate.

- To ensure our Vision, Mission and Values are integrated into our work, planning and impact measuring
- Extend our beneficiaries to include 19-25 year olds, surrounding boroughs, and professionals
- To strive to continuously improve our impact measuring to help shape services
- To invest in a Fundraising Officer to diversify funding sources and improve our sustainability
- To embrace personalization by developing our creative and flexible package of services
- To maintain our reputation for successfully supporting the whole family of a disabled child – in partnership with other organisations when possible
- To increase the use of volunteers - supporting our sustainability and community cohesion
- To ensure the right staff skills are targeted in all areas of work; this may include training, restructure, skills analysis and making necessary changes
- To work collaboratively to enhance services to the benefit of children and families
- To continue to use social media platforms to promote and market our services and advertise our events

**Bexley Special Needs Access to Provision
Trustees' Annual Report
For the year ended 31 March 2015**

Trustees' Responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice applicable to charities. Charity 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 the surplus or deficit of the charity for that period.

In preparing those financial statements the Trustees have:

- selected suitable accounting policies and applied them consistently;
- made judgments and estimates that are reasonable and prudent;
- stated whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepared the financial statements on a going concern basis (unless it is inappropriate to presume that the charity will continue in operation).

The Trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

So far as the Trustees are aware, there is no relevant audit information of which the charity's independent examiner is unaware, and each Trustee has taken all the steps that he or she ought to have taken as a Trustee in order to make himself or herself aware of any relevant audit information and to establish that the charity's independent examiner is aware of that information.

Independent Examiner

A resolution proposing that Alexandra Durrant be re-appointed as Independent Examiner of the charity will be put to the Annual General Meeting.

This report was approved by the Management Committee on 7th January 2016 and signed on its behalf by:



Alan Milner
Chairman

**BEXLEY SPECIAL NEEDS ACCESS TO PROVISION
REPORT OF THE INDEPENDENT EXAMINER
TO THE TRUSTEES OF BEXLEY SPECIAL NEEDS ACCESS TO PROVISION
FOR THE YEAR ENDED 31 MARCH 2015**

I report on the financial statements of Bexley Special Needs Access to Provision for the year ended 31 March 2015, which are set out on pages 9 to 17.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England & Wales.

It is my responsibility:

- to examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a true and fair view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
 - to prepare financial statements which accord with the accounting records and which comply with the accounting requirements of the Charities Act 2011 have not been met
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Alexandra Durrant
Chartered Accountants and Registered Auditors
10a/12a High Street
East Grinstead
West Sussex
RH19 3AW

7th January 2016

BEXLEY SPECIAL NEEDS ACCESS TO PROVISION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2015

	<i>Notes</i>	Restricted funds £	Unrestricted funds £	Total 2015 £	Total 2014 £
<i>Incoming resources</i>					
Incoming resources from generated funds					
Voluntary income and grant funding	2	14,754	310,680	325,434	302,366
Fundraising events		-	35	35	1,869
Investment income		-	715	715	604
Incoming resources from charitable activities	3	-	34,397	34,397	33,377
Total incoming resources		<u>14,754</u>	<u>345,827</u>	<u>360,581</u>	<u>338,216</u>
<i>Resources expended</i>					
Cost of generating funds					
Fundraising and publicity costs	4	-	18,263	18,263	13,135
Charitable expenditure					
Charitable activity costs		20,300	272,027	292,327	281,490
Governance		-	8,799	8,799	13,953
Total resources expended	5	<u>20,300</u>	<u>299,089</u>	<u>319,389</u>	<u>308,578</u>
Net incoming/(outgoing) resources for the year	7	(5,546)	46,738	41,192	29,638
Transfer between funds		76	(76)	-	-
Net movements in funds		(5,470)	46,662	41,192	29,638
Funds brought forward at 1 April 2014		<u>19,100</u>	<u>158,429</u>	<u>177,529</u>	<u>147,891</u>
Funds carried forward at 31 March 2015		<u>13,630</u>	<u>205,091</u>	<u>218,721</u>	<u>177,529</u>

All of the above results are derived from continuing activities. The Statement of Financial Activities includes all gains and losses recognised in the year. Movements in funds are disclosed in Note 14 to the Financial Statements.

The notes on pages 11 to 17 form part of these financial statements.

**BEXLEY SPECIAL NEEDS ACCESS TO PROVISION
BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2015**

	Notes	2015 £	2014 £
Fixed assets			
Tangible assets	9	1,536	5,112
Current assets			
Debtors and prepayments	10	39,137	26,787
COIF Charities Deposit Fund		169,375	130,160
Cash at bank and in hand		<u>35,205</u>	<u>40,630</u>
		243,717	197,577
Creditors: amounts falling due within one year	11	<u>(26,532)</u>	<u>(25,160)</u>
Net Current assets		<u>217,185</u>	<u>172,417</u>
Net assets	13	<u><u>218,721</u></u>	<u><u>177,529</u></u>
Funds			
Restricted funds	14	13,630	19,100
Unrestricted funds			
Capital reserve	14	1,500	1,500
Designated funds	14	89,962	103,538
General fund	14	<u>113,629</u>	<u>53,391</u>
		205,091	158,429
Total funds		<u><u>218,721</u></u>	<u><u>177,529</u></u>

The financial statements were approved by the Management Committee on 7th January 2016 and signed on its behalf by


Alan Milner
Chairman

The notes on pages 11 to 17 form part of these financial statements.

BEXLEY SPECIAL NEEDS ACCESS TO PROVISION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

1 Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). They have been prepared in accordance with the *Statement of Recommended Practice, (SORP), Accounting and Reporting by Charities* published in March 2005 and applicable accounting standards.

1.2 Status of the charity

The charity is an unincorporated association and the Trustees, who are also members of the Management Committee, are named in the Annual Report.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds which have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific instructions imposed by donors and which have been raised by the charity for particular purposes. The cost of raising and administering such funds is charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.4 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to receive them and the amount can be quantified with reasonable accuracy.

Voluntary income received by way of donations and gifts to the charity is included in full in the Statement of Financial Activities when receivable. Intangible income which represents donated goods and services is included at the value to the charity only where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Revenue grants are recognised in full in the Statement of Financial Activities on the earlier of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are deferred to that period.

Grants for capital purchases are credited to restricted incoming resources when received. Depreciation of fixed assets purchased with such grants is charged against the restricted fund or against a designated equipment fund, where acquisition of the asset has satisfied the donor's intentions. Where a fixed asset is donated to the charity for its own use, it is treated in a similar way to a restricted grant.

Investment income, including interest, is credited to incoming resources in the year in which it is receivable.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation. Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.5 Resources expended

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

Central overheads and salary costs have been allocated on the basis of staff time attributable to the particular activities.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the cost of disseminating information in support of the charitable activities.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

Governance costs are those costs incurred in connection with enabling the charity to comply with external regulation, constitutional and statutory requirements and in providing support to the Trustees in the discharge of their statutory duties.

BEXLEY SPECIAL NEEDS ACCESS TO PROVISION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

1 Accounting policies (continued)

1.6 Allocation of Support costs

Support costs are allocated to Fundraising, Governance and Charitable Activities on the basis of effort expended by management and administrative staff on these activities.

1.7 Operating leases

Rentals applicable to operating leases, where substantially all of the benefits and risks of ownership remain with the lessor, are charged to the Statement of Financial Activities as incurred.

1.8 Pensions

The charity contributes on a defined contribution basis towards personal pensions for staff who have elected to join the scheme. The pension charge reflected in the Statement of Financial Activities represents the amount payable by the charity to the pension scheme for the year.

1.9 Cash flow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008)

1.10 Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised. Tangible fixed assets are stated at cost less depreciation. Depreciation is provided on all tangible assets at rates calculated to write off each asset down to its estimated residual value on a straight line basis over its expected useful life. The depreciation rates in use are as follows:

Furniture, fixtures	5 Years
Playscheme	5 Years
Office and	3 Years

1.11 VAT

The charity is not registered for VAT. Resources expended include attributable VAT which cannot be recovered.

1.12 Taxation

The charity is exempt from corporation and income tax as its income is applied for charitable purposes.

BEXLEY SPECIAL NEEDS ACCESS TO PROVISION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

2 Voluntary income and grant funding

	Restricted Funds £	Unrestricted Funds £	2015 £	2014 £
a Donations				
Caring as One Foundation	12,675	-	12,675	13,228
Apex Lifts	-	-	-	5,300
Berkeley Homes and related companies	-	26,690	26,690	1,400
All Access Ltd	-	3,300	3,300	-
Longridge	-	400	400	-
Bexley Rotary Club	-	500	500	-
Virgin Active	-	500	500	-
Wily Gig	-	1,094	1,094	1,269
Google	-	1,240	1,240	1,175
2014 Santa Run	-	3,182	3,182	-
VP 5 A Side	-	2,931	2,931	-
Daniel Fillery - Movember	-	449	449	-
Berkeley fundraising event (2015: sponsored golf)	-	4,244	4,244	1,495
<i>Sidcup Stragglers Marathon</i>	-	-	-	940
<i>Sam Fillery Fundraising</i>	-	-	-	856
<i>Barclays</i>	-	-	-	750
Welling Trust	-	503	503	-
Christchurch Sidcup	-	256	256	-
<i>Dominic McLachlan Marathon</i>	-	-	-	745
<i>Townley Grammar School</i>	-	-	-	420
<i>Friends for Bexley</i>	-	-	-	300
<i>Charities Aid Foundation</i>	-	-	-	300
<i>Patient Experience</i>	-	-	-	252
Summer Fayre	-	1,426	1,426	-
Other donations (under £250)	-	4,665	4,665	2,141
	<u>12,675</u>	<u>51,380</u>	<u>64,055</u>	<u>30,571</u>
b Grants				
<i>Counselling, information and family support</i>				
Bexley Clinical Commissioning Group	-	36,819	36,819	36,819
Family Services Coordinator:				
Lloyds TSB Foundation	-	-	-	14,966
LB of Bexley	-	13,000	13,000	-
LB of Bexley - Co-ordination & Assessment Service	-	-	-	13,034
LB of Bexley Pathfinder	-	27,175	27,175	14,943
LB of Bexley Pathfinder training	-	-	-	525
LB of Bexley - Bexley Voice	-	4,813	4,813	-
LB of Bexley - IASS	-	809	809	-
LB of Bexley - Bexley Voice consultancy	-	360	360	-
<i>Leisure Services</i>				
LB of Bexley - Holiday Schemes	-	28,128	28,128	27,650
LB of Bexley - Buddy Scheme	-	-	-	18,681
LB of Bexley - Merged Youth Clubs	-	-	-	18,000
LB of Bexley - Saturday Fun Club	-	40,000	40,000	37,302
LB of Bexley - Half Term Schemes	-	11,196	11,196	20,166
Jack Petchey Achievement Awards	400	1,200	1,600	1,600
LB of Bexley - Youth Club	-	36,000	36,000	11,686
Lloyds Community Fund - Hydrotherapy	-	-	-	3,000
BBC Children in Need - Archway Project	1,679	-	1,679	4,120
<i>Early Years and Little Stars</i>				
LB of Bexley - Early Years	-	13,000	13,000	37,347
LB of Bexley - Little Stars	-	44,000	44,000	-
Sensory Stars	-	2,000	2,000	-
Royal Borough of Greenwich	-	800	800	-
LB of Bexley - Co-ordination & Assessment Service	-	-	-	10,862
Help a Capital Child	-	-	-	1,094
	<u>2,079</u>	<u>259,300</u>	<u>261,379</u>	<u>271,795</u>
Voluntary income and grant funding total	<u>14,754</u>	<u>310,680</u>	<u>325,434</u>	<u>302,366</u>

BEXLEY SPECIAL NEEDS ACCESS TO PROVISION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

3 Incoming resources from charitable activities

	Restricted Funds £	Unrestricted Funds £	2015 £	2014 £
Parental and client contributions	-	34,397	34,397	33,092
Other contributions	-	-	-	285
	<u>-</u>	<u>34,397</u>	<u>34,397</u>	<u>33,377</u>

4 Fundraising and publicity costs

	Restricted Funds £	Unrestricted Funds £	2015 £	2014 £
Costs of voluntary income	-	18,263	18,263	13,135

5 Analysis of resources expended

	Direct costs £	Support costs £	2015 £	2014 £
Fundraising and publicity costs	18,263	-	18,263	13,135
Charitable activity costs				
Counselling, information and family support	60,520	3,855	64,375	52,310
Leisure services	140,410	27,781	168,191	172,140
Early Years and Little Stars	48,885	10,876	59,761	57,040
	<u>249,815</u>	<u>42,512</u>	<u>292,327</u>	<u>281,490</u>
Governance				
Independent Examination fees	1,380	-	1,380	1,380
General	7,419	-	7,419	8,429
Support cost allocation	-	-	-	4,144
	<u>8,799</u>	<u>-</u>	<u>8,799</u>	<u>13,953</u>
Total resources expended	<u>276,877</u>	<u>42,512</u>	<u>319,389</u>	<u>308,578</u>

6 Analysis of support costs for apportionment

	Premises costs £	Office costs £	General costs £	Staff costs £	2015 Total £	2014 Total £
Fundraising & publicity	-	-	-	-	-	5,986
Counselling, information & family support	997	762	1,701	395	3,855	6,908
Leisure services	7,184	5,491	12,263	2,843	27,781	20,722
Early Years & Little Stars	2,812	2,150	4,801	1,113	10,876	8,288
Governance	-	-	-	-	-	4,144
	<u>10,993</u>	<u>8,403</u>	<u>18,765</u>	<u>4,351</u>	<u>42,512</u>	<u>46,048</u>
2014	<u>12,358</u>	<u>25,471</u>	<u>7,740</u>	<u>479</u>	<u>46,048</u>	

7 Net incoming/(outgoing) resources

Net incoming/(outgoing) resources are stated after charging/(crediting):

	2015 £	2014 £
Depreciation - owned assets	3,576	4,103
Trustee indemnity insurance	499	438
Pension costs	5,201	5,404
Independent Examiner's remuneration	<u>1,150</u>	<u>1,150</u>

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8 Staff costs

	2015	2014
	£	£
Wages and salaries	229,043	219,754
Social security costs	9,792	11,668
Employer's pension contributions	5,201	5,404
	244,036	236,826

The average monthly number of employees during the year, calculated on the basis of full time equivalents was as follows:

	2015	2014
	No	No
Fundraising	0.2	0.2
Counselling, information and family support	1.9	1.4
Leisure services	5.3	5.8
Early Years and Little Stars	1.5	1.2
Governance	0.2	0.2
	9.1	8.8

9 Tangible fixed assets

	Equipment	Fixtures & Fittings	Total
	£	£	£
Cost			
At 1 April 2014	34,111	1,506	35,617
Disposals	(11,436)	(182)	(11,618)
At 31 March 2015	22,675	1,324	23,999
Depreciation			
At 1 April 2014	28,999	1,506	30,505
Charge for the year	3,576	-	3,576
Eliminated on disposal	(11,436)	(182)	(11,618)
At 31 March 2015	21,139	1,324	22,463
Net book value			
At 31 March 2015	1,536	-	1,536
At 31 March 2014	5,112	-	5,112

10 Debtors

	2015	2014
	£	£
Other debtors	-	5
Accrued income	35,623	23,112
Prepayments	3,514	3,670
	39,137	26,787

11 Creditors: amounts falling due within one year

	2015	2014
	£	£
Trade creditors	5,088	-
Social security and other taxes	3,984	3,641
Accrued staff costs	4,290	2,129
Pension contributions	-	754
Other accruals	5,954	5,631
Deferred income (note 12)	7,216	13,005
	26,532	25,160

12 Deferred income

	1 April 2014	Received	Movement	31 March 2015
	£	£	£	£
Easter playschemes	2,605	3,174	(2,605)	3,174
IASS	-	4,042	-	4,042
Jack Petchey Achievement Awards	400	-	(400)	-
LB of Bexley - Early Years	10,000	-	(10,000)	-
	13,005	7,216	(13,005)	7,216

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13 Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total £	2014 £
Tangible fixed assets	-	1,536	-	1,536	5,112
Current assets	17,155	89,926	136,636	243,717	197,577
Creditors due within 1 year	(3,525)	-	(23,007)	(26,532)	(25,160)
	<u>13,630</u>	<u>91,462</u>	<u>113,629</u>	<u>218,721</u>	<u>177,529</u>

14 Movement in funds

	1 April 2014 £	Incoming resources £	Resources expended £	Transfers £	31 March 2015 £
Restricted funds					
Jack Petchey Awards	572	400	(1,048)	76	-
Caring as One Foundation	13,228	12,675	(12,273)	-	13,630
BBC Children in Need	-	1,679	(1,679)	-	-
Apex Lifts	5,300	-	(5,300)	-	-
Total restricted funds	<u>19,100</u>	<u>14,754</u>	<u>(20,300)</u>	<u>76</u>	<u>13,630</u>
Unrestricted funds					
Designated funds					
Capital reserve	1,500	-	-	-	1,500
Investment fund	68,426	-	-	-	68,426
Equipment funds	5,112	-	-	(3,576)	1,536
Exit strategy	30,000	-	-	(10,000)	20,000
Total designated funds	<u>105,038</u>	<u>-</u>	<u>-</u>	<u>(13,576)</u>	<u>91,462</u>
General fund	<u>53,391</u>	<u>345,827</u>	<u>(299,089)</u>	<u>13,500</u>	<u>113,629</u>
Total unrestricted funds	<u>158,429</u>	<u>345,827</u>	<u>(299,089)</u>	<u>(76)</u>	<u>205,091</u>
Total funds	<u>177,529</u>	<u>360,581</u>	<u>(319,389)</u>	<u>0</u>	<u>218,721</u>

Jack Petchey Awards

This fund holds awards received from the Jack Petchey Foundation, which are expended on projects and activities selected by the charity's beneficiaries.

Caring as One Foundation

A donation was received to provide a full year of hydrotherapy sessions.

BBC Children in Need

A grant was received towards the cost of the Archway Project

Apex Lifts

A donation was received from Apex Lifts to sponsor a residential weekend in May 2014.

Designated funds

Capital Reserve

This fund holds the funds designated by SNAP's Management Committee for future expenditure on capital equipment necessary to provide continuity of services

Investment Fund

During the year ending 31 March 2005, a legacy was received from the estate of Mrs Nellie Adelaide Johnson and that of her son, Mr Maurice Allan Johnson. The Management Committee decided that £100,000 should be held in an investment fund, in order to provide some annual income for charitable activities and to protect the value of the capital. The fund is held in reserve for unforeseen emergencies and is used to assure financial stability of the charity's operations, particularly where funding shortfalls occur. It is also used to fund the start-up costs of new projects and initiatives. The fund now stands at £68,426.

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14 Movement in funds (continued)

Equipment funds

This fund holds the net book values of assets purchased using restricted funds.

Exit Strategy

This fund has been designated by the Management Committee for use only in the event of SNAP's funding drying up to such an extent that it has to downsize substantially or can no longer continue to provide services and to support families. It comprises statutory redundancy payments only.

15 Pension contributions

The charity contributes on a defined contribution basis towards personal pensions for staff who have elected to join the scheme, or are automatically eligible through autoenrolment. The assets of the scheme are held separately from those of the charity, in independently administered funds. The pension charge reflected in the Statement of Financial Activities represents the amount payable by the charity to the pension scheme for the year and is disclosed in Note 8.

16 Capital commitments

At 31 March 2015, there were no capital commitments (2014: £Nil) No amounts were authorised but not yet contracted for.

17 Operating leases

At 31 March 2015 the charity had no annual commitments under non-cancellable operating leases.