

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

Charity number 1050054

Trustees Report and Financial Statements

For the year ended 31 March 2013

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Bexley Special Needs Access to Provision Trustees Annual Report For the year ended 31 March 2013

Legal and Administrative Information

Patron

Steve Backley OBE

Trustees

Alan Milner, Chairman

Shaun Farrell, Vice Chair

Bill Cormie, Honorary Treasurer

Ruth Hambrook (*co-opted 27 June 2013*)

Stephen Marchant, Member

Sakthi Suriyakaprasam (*resigned 27 June 2013*)

Joan Ratcliff, Co-opted member

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 McCall, Chief Executive

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 2013

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 2013. 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 2013

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, or two co-Chairs, a Secretary and a Treasurer. 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.

Others who may be nominated to the Management Committee are a Representative of SCOPE (Registered charity no 208231) and a Representative of Bexley Council.

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 familiarize 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 authorization 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 2013. 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 and excited to announce our first 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 2013

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 can't

Responding to new needs as they emerge

The values

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
- Leisure services
- "Little Stars" (Bexley School for Parents)
- Early Support keyworker
- Pathfinder keyworker

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

- Publicise internally and externally our Vision, Mission and Values
- Define who our beneficiaries are and be flexible to extend definition
- Embrace the value of measuring impact to improve services for children and families
- Review our activities to align with changes in the external world

During the year 2012-13 Bexley SNAP consolidated existing services and began to develop priorities identified in the Strategy Review sessions in 2012. The priorities identified for this year included:-

- ensure that staff and trustees are involved in implementing the strategy
- recruit additional trustees with identified skills
- maintain high quality services to meet Quality Assurance standards

Bexley Special Needs Access to Provision Trustees Annual Report For the year ended 31 March 2013

- Maintain our Ofsted 'good' and 'outstanding' awards
- Seek appropriate premises for the organisation

All priorities were successfully achieved and will be maintained as new priorities for 2013-2015 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:

- Starting work on a new and improved website for launch in 2013
- Identifying new and improved office premises for residency in 2013
- Vision, Mission and Values were developed and approved by key stakeholders
- New post of Pathfinder Keyworker within SNAP – to help test the new Single Plans and Personal Budgets with a small group of families
- Steve Backley, Olympic champion and former javelin world record holder kindly agreed to be our Patron and began by supporting a group of us to run a half and full marathon in Stratford Upon Avon
- IT update - moved all files from a server to a cloud based server to improve productivity and efficiency
- Saturday Fun Club received an overall 'Good' award for its Ofsted Inspection

Leisure Services

Demand for leisure and short breaks services has continued to be high for term time activities. Holiday schemes have continued to be fully booked with small waiting lists. Contract targets were met for Buddying/ Buddy Club, Youth Club and Easter/ Summer play-schemes. Targets were not met in full for Saturday Fun Club due to a range of issues including availability and cost of partner premises, Ofsted registration and the diverse, complex needs of severely disabled, vulnerable and ill children. Much time has been spent looking at ways of reallocating budgets to meet unexpected or changing costs across all schemes including staffing levels, activities and premises/rental costs. New premises have been established to deliver various leisure schemes in partnership with Woodside and Marlborough Schools, also Hillsgrove Childrens' Centre and St Michael's Community Centre. Saturday Fun Club achieved a "GOOD" award for its Ofsted inspection in January 2013.

Children and young people have also had opportunities to participate in and enjoy several residential social/ leisure opportunities including two residential weekends. Young people consistently express their enjoyment of activity residential weekends and as budgets tighten additional applications will need to be placed to offer future opportunities. Several young people attended two bag-packing events at ASDA in Bexleyheath and raised £300 towards activities of their choice. SNAP have been able to purchase a range of sensory, communication and music equipment thanks to three successful Capital Grant applications from London Borough of Bexley and are developing opportunities to make use of the equipment across all leisure schemes.

**Bexley Special Needs Access to Provision
Trustees Annual Report
For the year ended 31 March 2013**

Main Schemes, Funding, premises and Activity Partners:

Age group	Leisure Service and Partners			
Children 2-11	Saturday Fun Club			
Young people 11 - 19	Youth Club	Buddy Club	Archway Scheme	Buddying
Children 5-19	Hydrotherapy		Easter, Summer, Half term, Christmas Holiday Schemes	
Main	LBB (London Borough of Bexley)	MCCH		Parkwood Leisure
Partnerships/	Help a Capital Child (Hydrotherapy swimming)	Shenstone School		The Link Thamesmead
Networking	Bexley Youth Services	Woodside School		Archway Project
	Jack Petchey	Chislehurst & Sidcup Grammar School		Noah's Ark Soft Play
	DCS (Disabled Children's Service)	Marlborough School		Blades (Ice Skating)
	AMF Ten Pin Bowling	Hillsgrove Children's Centre		St Michael's Community Centre

Future Developments:

The coming financial year will no doubt bring tighter and shorter periods of funding from London Borough of Bexley. Leisure services will need to focus on working efficiently in the planning and delivery of leisure activities and short breaks including best use of staffing hours, working with partners and developing contacts with local businesses including ASDA and Tesco to support donations of equipment, renewable resources and refreshments across leisure schemes. We will be focussing on placing appropriate funding applications to support current core services and new opportunities in line with the needs, interests and choices of disabled children and young people.

Family Services

With the continued support and dedication from a small group of parent volunteers, Family Services has maintained a very good support service to over 1,100 SNAP families. Continued partnership with Bexley Voice maximises parent involvement with decision making around disabled children's services in the Borough. Through excellent partnerships with professionals within LBB Advisory Services, Carers Support Bexley and Bexley CAMHS parent carers have received essential support at our Information and Assessment sessions throughout the year coupled with specific topic workshops.

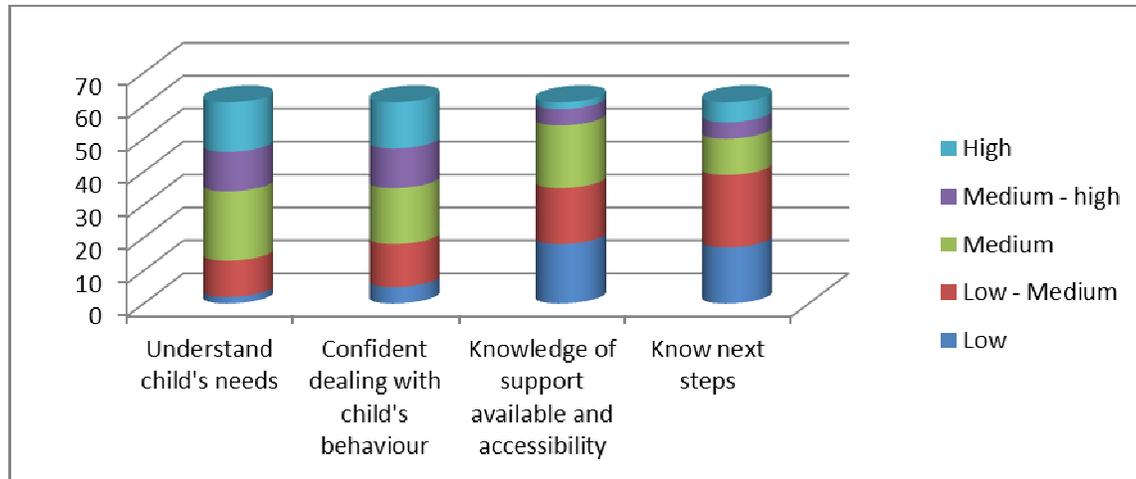
Strong partnerships between ourselves, Bexley CAMHS and St Paul's Church, Northumberland Heath enabled two Parenting courses to be delivered with a strong focus on challenging behaviours. Monthly coffee mornings offered a safe and comfortable environment for parents to seek support and build friendships.

**Bexley Special Needs Access to Provision
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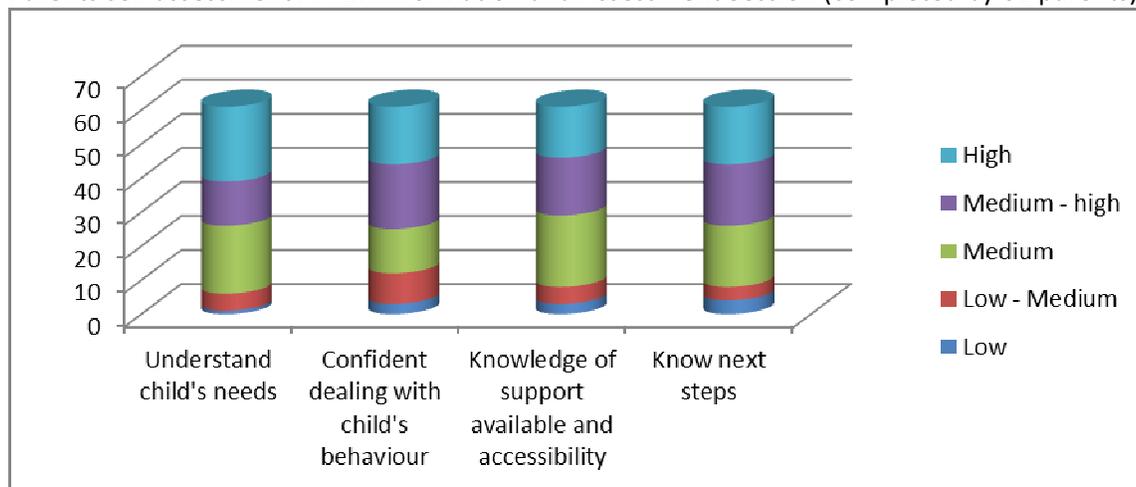
The family Christmas party in December provided another social environment to reduce feelings of isolation and give stimulating, safe play opportunities to disabled children and their siblings.

The tables below demonstrate some of the outcomes achieved.

Parents self assessment BEFORE Information and Assessment Session (completed by 61 parents)



Parents self assessment AFTER Information and Assessment Session (completed by 61 parents)



A pilot counselling service was launched in January 2013 thanks to the partnership with Charlton Athletic Community Trust and funding is being sought to extend the provision.

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Early Years Service (Little Stars, Sensory Stars and Early Support Keyworker)

Bexley SNAP's support for children aged 0-5 years in the borough has steadily grown throughout the year and is now an established comprehensive Early Years service incorporating three main projects: Little Stars School for Parents, Sensory Stars and the Early Support Keyworker Service.

Little Stars School for Parents continues to be a popular service within the borough with a waiting list at most times. We run three groups each week with a maximum of 15 children attending per week. Each session is structured to enable the children to achieve targets in all of the Early Learning Areas such as:

- Rolling independently
- Sitting independently on the floor
- Walking independently
- Independent eating
- Sharing and being part of a group
- Speaking or communicating via other means

The team also strive to provide parents with practical ideas and support on how to continue using the techniques with the children at home to make the children as independent as possible.

'Sensory Stars' was established this year to further develop and improve mobility for pre-school disabled children in a sensory environment using a range of stimulating materials, textures, lights and sounds.

The Early Support Keyworker Service supports families with children with complex needs. We ensure that the families receive access to services and support that they need by making referrals, ensuring support is provided for meetings or appointments parents may have and keeping in regular contact to support the family. The Early Years Keyworker is an integral part of the support offered to families with babies and very young children that have significant impairments and is committed to ensuring social, health and education teams continue to work around the child and family for the best possible outcome.

Pathfinder Keyworker

The London Borough of Bexley is a National Pathfinder. Bexley SNAP is very much involved in this work.

One important area that the Government asked Bexley to develop with parents and carers is the new special "Education, Health and Care Plan". Our pathfinder keyworker has been working with 4 pilot families trialling the new Education, Health and Care plan offering support and guidance through the process. Our keyworker has been promoting a family friendly "joined up" approach to assessment and support to meet the child's or young person's needs in an effective way, with parents at the centre of planning and in partnership with all agencies involved (e.g. therapists, sensory support, specialist teaching, nursing and care needs etc).

All four pilot families developed comprehensive personal profiles for their children with the support of our keyworker. All families attended multi-agency "team around the child" meetings to agree outcomes.

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Our keyworker has attended the Bexley SEND Pathfinder meetings which occur every two months. She has given feedback to the group of parents' experiences of the new system. The pathfinder keyworker has also attended a number of conferences and seminars on the new reforms.

In November our keyworker got an opportunity to meet the new Children and Families Minister Edward Timpson during his visit to Bromley and was interviewed with one of the pilot families.

Financial Review

The Trustees report a surplus of £26,395 for the year, compared to a surplus of £8,724 in the previous year. Incoming resources were increased by £24,768 (7%) and Resources expended by £7,281 (2%). The higher income was mainly due to a substantial and welcome donation of £15,098 from the Bexley Mayor's Fund and an increase of £7,476 (33%) in parental, client and other contributions. Income from grants and service agreements (£323,291) was unchanged from 2012. Staff costs were 74% of total resources expended, down by 3% on the previous year, as a result of a pay freeze and other measures, reflecting the need to maintain economies and improve efficiency, while at the same time ensuring high quality service delivery. The Trustees are grateful to the charity's staff for their dedication and co-operation in this respect, during a period of change and economic uncertainty.

The purposes for which unrestricted and restricted funds are held are set out in Note 14 to the accounts. 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 earning 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. London Borough of Bexley, in line with local authorities across the country, have adopted a commissioning framework for service provision. SNAP will endeavour to ensure that we have the capacity to compete for tenders and commissioning briefs which will enhance the provision of services to disabled children.

Additionally, we will continue to seek funding from external grant makers. In 2012-13, 19% of incoming resources came from external donations, grants and other sources (2012 14%). 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. The results for the year show an improvement in interest income, compared to the previous year, following the transfer of funds available for deposit to a more favourable account.

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 –

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- An Exit Strategy, 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 £15,000 comprising statutory redundancy payments.
- An 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 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 2013 this fund stands at £68,426.

- General Reserves equivalent to 3 months unrestricted operating costs, to act as working capital, thus ensuring that 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 2013, operating costs from general unrestricted funds were £342,820 and the funds not committed or invested in fixed assets at the end of the year were £47,198. This represents 1.65 months of unrestricted operating costs. However, when viewed in conjunction with designated funds of £100,167, the Management Committee considers the financial position of the charity satisfactory.
- A designated Building Fund - The Building Fund of £6,000 was previously set aside as a basic provision towards the costs of procuring and setting up more efficient premises, in such a way as to enhance the effectiveness of service delivery, without impacting on core activities and thus avoiding any interruption of services. It will be fully expended in 2013-14.

Plans for Future Periods

During the years 2013-2015 Bexley SNAP will work towards implementing our 3 year strategy which will drive the direction of business to 2015.

- 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 diversify funding sources to improve our sustainability
- To embrace personalization by developing a 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 if appropriate
- 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 improve external relationships, work collaboratively where this will benefit children and families
- To launch our new website and increase our use of Twitter and Facebook as fast and responsive means of communication

Bexley Special Needs Access to Provision Trustees Annual Report For the year ended 31 March 2013

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 15th January 2014 and signed on its behalf by:

Shaun Farrell
Vice Chair

**Bexley Special Needs Access to Provision
Trustees Annual Report
For the year ended 31 March 2013**

Report of the Independent Examiner to the Trustees of Bexley SNAP

I report on the accounts of the Bexley SNAP for the year ended 31 March 2013, which are set out on pages 12 to 21.

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 accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) 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 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

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 to comply with the accounting requirements of the Charities Act 2011 have not been met: or

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

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

15th January 2014

Bexley Special Needs Access to Provision
Statement of Financial Activities (incorporating the Income and Expenditure Account)
For the year ended 31 March 2013

	Note	Restricted £	Unrestricted £	2013 Total £	2012 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income and grant funding	2	400	344,926	345,326	328,357
Fundraising events			2,218	2,218	2,920
Investment Income			1,152	1,152	127
Incoming resources from charitable activities	3	-	30,399	30,399	22,923
TOTAL INCOMING RESOURCES		400	378,695	379,095	354,327
RESOURCES EXPENDED					
Cost of generating funds					
Fundraising and publicity costs	4	-	23,323	23,323	23,370
Charitable expenditure					
Charitable activity costs	5	400	315,705	316,105	309,451
Governance	5	-	13,272	13,272	12,598
TOTAL RESOURCES EXPENDED		400	352,300	352,700	345,419
NET INCOMING / (OUTGOING) RESOURCES BEFORE TRANSFERS					
	7	-	26,395	26,395	8,908
Gain / (Loss) on disposal of Fixed Assets		-	-	-	(184)
NET MOVEMENT IN FUNDS		-	26,395	26,395	8,724
TOTAL FUNDS AT 1 APRIL 2012		-	121,496	121,496	112,772
TOTAL FUNDS AT 31 MARCH 2013		-	147,891	147,891	121,496

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 14 to 21 form part of these financial statements.

**Bexley Special Needs Access to Provision
Balance Sheet
For the year ended 31 March 2013**

	Note	£	2013 £	2012 £
FIXED ASSETS				
Tangible fixed assets	9		9,767	13,212
CURRENT ASSETS				
Debtors and prepayments	10	315		-
COIF Charities Deposit Fund		125,556		160,551
Cash at bank and in hand		32,984		10,053
		<u>158,855</u>		<u>170,604</u>
CREDITORS				
Amounts falling due within one year	11,12	(20,731)		(62,320)
			<u>138,124</u>	<u>108,284</u>
NET ASSETS	13		<u>147,891</u>	<u>121,496</u>
CHARITY FUNDS				
Restricted funds	14		-	-
Unrestricted funds				
Capital reserve	14	1,500		1,500
Designated funds	14	98,667		99,407
General funds	14	47,724		20,589
			<u>147,891</u>	<u>121,496</u>
			<u>147,891</u>	<u>121,496</u>

The financial statements were approved by the Management Committee on 15th January 2014 and signed on its behalf by

Shaun Farrell
Vice Chair

Bexley Special Needs Access to Provision
Notes to the financial statements
For the year ended 31 March 2013

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.

Bexley Special Needs Access to Provision
Notes to the financial statements
For the year ended 31 March 2013

1. Accounting policies (continued)

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.

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 and fittings	5 Years
Playscheme equipment	5 Years
Office and electronic equipment	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 2013

2 Voluntary income and grant funding

			2013	2012
	Restricted	Unrestricted	Total	
	£	£	£	£
a				
DONATIONS				
Bexley Mayor's Fund		15,098	15,098	
Sidcup Lodge		1,000	1,000	460
St Mary's Church		900	900	
Barclays (matching donation)		750	750	
Crayford Lodge		600	600	
Sam Bergen-Gonçalves Marathon		465	465	
Coutts (matching donation)		250	250	
<i>LCH Clearnet</i>			-	2,500
<i>Accountancy Aid Race Night</i>			-	400
<i>Mr & Mrs Pampling</i>			-	352
Other donations (under £250)		2,972	2,972	1,772
	-	22,035	22,035	5,484
b				
GRANTS				
<i>Counselling, Information and Family Support</i>				
Bexley Care Trust		36,819	36,819	36,819
Lloyds TSB		14,934	14,934	-
LB of Bexley - Information & Assessment		13,334	13,334	6,666
LB of Bexley - Pathfinders		12,350	12,350	-
LB of Bexley - Small Corporate Grants Scheme		1,300	1,300	-
<i>LB of Bexley - Children's Fund (Family)</i>			-	7,649
<i>LB of Bexley - Sure Start</i>			-	5,851
<i>LB of Bexley - Parent Participation</i>			-	2,877
<i>Leisure Services</i>				
LB of Bexley - Holiday Schemes		51,500	51,500	12,500
LB of Bexley - Buddy Scheme		41,024	41,024	41,024
LB of Bexley - Saturday Club		38,667	38,667	42,175
LB of Bexley - My Space		26,650	26,650	13,324
LB of Bexley - Half Term Schemes		18,044	18,044	4,056
LB of Bexley - Short Breaks (Capital Equipment)		11,079	11,079	-
LB of Bexley - Database Admin		6,416	6,416	8,154
Help A Capital Child		801	801	583
Jack Petchey Achievement Awards	400		400	1,200
<i>LB of Bexley - Aiming High (Playschemes)</i>			-	32,517
<i>LB of Bexley - Aiming High (Youth Club)</i>			-	24,804
<i>LB of Bexley - Children's Fund (Leisure)</i>			-	15,298
<i>BBC Children in Need</i>			-	7,618
<i>Youth Opportunity Fund</i>			-	2,600
<i>LB of Bexley - Aiming High (Music & dance)</i>			-	2,541
<i>Headliners</i>			-	543
Carried forward	400	272,918	273,318	268,799

Bexley Special Needs Access to Provision
Notes to the financial statements
For the year ended 31 March 2013

2 Voluntary income and grant funding (continued)

Brought forward	400	272,918	273,318	268,799
<i>Early Years and Little Stars</i>				
LBB - Early Years		46,668	46,668	44,824
LBB - Sensory Sessions		1,955	1,955	-
Help A Capital Child		1,350	1,350	-
<i>Henry Smith Charity</i>			-	9,250
	400	322,891	323,291	322,873

Voluntary income and grant funding

Total	400	344,926	345,326	328,357
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3 Incoming resources from charitable activities

	Restricted	Unrestricted	2013	2012
	£	£	Total	£
			£	
Parental and Client contributions		23,944	23,944	19,340
Other contributions		6,455	6,455	3,583
	-	30,399	30,399	22,923

4 Fundraising and publicity costs

	Restricted	Unrestricted	2013	2012
	£	£	Total	£
			£	
Costs of voluntary income	-	23,323	23,323	23,370

5 Analysis of resources expended

	Direct costs	Support costs	2013	2012
	£	£	Total	£
			£	
Fundraising and publicity costs	17,092	6,231	23,323	23,370
Charitable activity costs				
Counselling, Information and Family Support	39,972	7,189	47,161	45,715
Leisure Services	186,309	26,360	212,669	211,838
Early Years and Little Stars	49,616	3,834	53,450	51,898
Website development	2,825	-	2,825	-
	278,722	37,383	316,105	309,451
Governance				
Independent Examination fees	1,320	-	1,320	1,320
General	7,639	-	7,639	7,201
Support cost allocation	-	4,313	4,313	4,077
	8,959	4,313	13,272	12,598
Total resources expended	304,773	47,927	352,700	345,419

Bexley Special Needs Access to Provision
Notes to the financial statements
For the year ended 31 March 2013

6 Analysis of support costs for apportionment

	Premises costs £	Office costs £	General costs £	Staff costs £	2013 Total £	2012 Total £
Fundraising and publicity	389	3,493	531	1,818	6,231	5,887
Counselling, Information and Family Support	449	4,030	612	2,098	7,189	6,793
Leisure Services	1,647	14,777	2,246	7,690	26,360	24,906
Early Years and Little Stars	239	2,149	327	1,119	3,834	3,622
Governance	269	2,418	367	1,259	4,313	4,077
	<u>2,993</u>	<u>26,867</u>	<u>4,083</u>	<u>13,984</u>	<u>47,927</u>	<u>45,285</u>
2012	5,377	26,840	4,328	8,740	45,285	

7 Net incoming resources for the year

These are stated after charging

	2013 £	2012 £
Depreciation	7,285	6,092
Trustee Indemnity Insurance	438	438
Pension costs	5,070	4,740
Independent Examiner's remuneration	1,100	1,100

8 Staff costs and numbers

Staff costs were as follows -

	2013 £	2012 £
Salaries and wages	242,706	245,527
Social security costs	13,874	14,978
Employer's pension contributions	5,070	4,740
	<u>261,650</u>	<u>265,245</u>

The average number of staff and part-time workers (full-time equivalent) during the year was as follows:

	2013	2012
Fundraising	0.5	0.5
Counselling, Information and Family Support	1.2	1.2
Leisure Services	6.6	6.9
Early Years and Little Stars	1.4	1.2
Support	0.4	0.2
Governance	0.2	0.2
	<u>10.3</u>	<u>10.2</u>

Bexley Special Needs Access to Provision
Notes to the financial statements
For the year ended 31 March 2013

9 Tangible fixed assets				
	Equipment	Fixtures & Fittings	Total	
	£	£	£	
COST				
At 1 April 2012	34,490	3,663	38,153	
Disposals	(2,840)	(2,157)	(4,997)	
Additions	3,840	-	3,840	
At 31 March 2013	<u>35,490</u>	<u>1,506</u>	<u>36,996</u>	
DEPRECIATION				
At 1 April 2012	21,278	3,663	24,941	
Depreciation on disposals	(2,840)	(2,157)	(4,997)	
Charge for the year	7,285	-	7,285	
At 31 March 2013	<u>25,723</u>	<u>1,506</u>	<u>27,229</u>	
NET BOOK VALUE				
At 31 March 2013	<u>9,767</u>	<u>-</u>	<u>9,767</u>	
At 31 March 2012	<u>13,212</u>	<u>-</u>	<u>13,212</u>	
10 Debtors and prepayments				
		2013	2012	
		£	£	
Accrued income		165	-	
Prepayments		150	-	
		<u>315</u>	<u>-</u>	
11 Creditors: amounts falling due within one year				
		2013	2012	
		£	£	
Social Security and other taxes		5,359	3,733	
Accrued staff costs		4,391	3,637	
Pension contributions		694	-	
Other accruals		6,930	3,265	
Deferred income (Note 12)		3,357	51,685	
		<u>20,731</u>	<u>62,320</u>	
12 Deferred Income				
	1 April	Received	Movement	31 March
	2012			2013
	£	£	£	£
Easter playschemes	2,180	1,463	(2,180)	1,463
Help A Capital Child	801	1,094	(801)	1,094
Jack Petchey Achievement Awards		800		800
LB of Bexley - Childcare Places	22,210		(22,210)	-
Lloyds TSB Foundation	14,934		(14,934)	-
LB of Bexley - Holiday Schemes	11,500		(11,500)	-
Bexley Voice	60		(60)	-
	<u>51,685</u>	<u>3,357</u>	<u>(51,685)</u>	<u>3,357</u>

Bexley Special Needs Access to Provision
Notes to the financial statements
For the year ended 31 March 2013

13 Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total £	2012 £
Tangible fixed assets	-	9,241	526	9,767	13,212
Current assets	-	90,926	67,929	158,855	170,604
Creditors due within 1 year	-	-	(20,731)	(20,731)	(62,320)
Net assets at 31 March 2013	<u>-</u>	<u>100,167</u>	<u>47,724</u>	<u>147,891</u>	<u>121,496</u>

14 Statement of Funds

	At 1 April 2012 £	Incoming Resources £	Resources Expended £	Transfers between funds £	At 31 March 2013 £
Restricted Funds					
Jack Petchey Awards	-	400	400	-	-
Total restricted funds	<u>-</u>	<u>400</u>	<u>400</u>	<u>-</u>	<u>-</u>
Unrestricted Funds					
<i>Designated funds</i>					
Capital Reserve	1,500	-	-	-	1,500
Investment Fund	71,251	-	2,825	-	68,426
Equipment funds	12,056	3,840	6,655	-	9,241
Building Fund	6,000	-	-	-	6,000
Exit Strategy	10,100	-	-	4,900	15,000
<i>Total designated funds</i>	<u>100,907</u>	<u>3,840</u>	<u>9,480</u>	<u>4,900</u>	<u>100,167</u>
General Funds	20,589	374,855	342,820	(4,900)	47,724
Total unrestricted funds	<u>121,496</u>	<u>378,695</u>	<u>352,300</u>	<u>-</u>	<u>147,891</u>
Total funds	<u>121,496</u>	<u>379,095</u>	<u>352,700</u>	<u>-</u>	<u>147,891</u>

Purposes for which funds are held

Restricted Funds

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.

Bexley Special Needs Access to Provision
Notes to the financial statements
For the year ended 31 March 2013

Purposes for which funds are held (continued)

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 to 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

Equipment grants

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

Building Fund

This fund holds the balance remaining available following a move to new premises in 2006. Having relocated to new premises in April 2013, this fund will be fully expended in 2013-14.

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. 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. All outstanding liabilities have been paid at the balance sheet date.

16 Capital commitments

At 31 March 2013, there were no capital commitments (2012 £Nil). No amounts were authorised but not yet contracted for.

17 Operating leases

At 31 March 2013 the charity had no annual commitments under non-cancellable operating leases.