

SNAAP (SPECIAL NEEDS ADVISORY AND ACTIVITIES PROJECT)

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2010

SNAAP (SPECIAL NEEDS ADVISORY AND ACTIVITIES PROJECT)

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010**

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OFFICERS AND ADVISERS

Trustees

| | |
|---------------------|------------|
| Marilyn Smalley | Chair |
| Vanessa Boukharouba | Vice Chair |
| Paula Richardson | Treasurer |
| Lisa Whiteing | |
| Sarah Whitney | Secretary |

Charity No. 1107944

Independent Examiner

J E Sherwood ACA
Larkings (S.E.) LLP
Chartered Accountants
31 St George's Place
Canterbury
Kent CT1 1XD

Bankers

Lloyds TSB plc
49 High Street
Canterbury
Kent CT1 2SE

Correspondence Address

SNAAP
Windchimes
Reynolds Close
Herne Bay
Kent
CT6 6DS

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2010**

The Trustees of the Charity present their annual report and financial statements for the year ended 31 March 2010.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in January 2005.

Governing document

The Charity is governed by a trust deed dated 14 December 2004.

Objects of the Charity and Principal Activities

The Charity's objects are principally for the relief of children and young persons with disabilities or special needs, living in the Canterbury, Whitstable or Herne Bay area, by the provision of information, advice and support to their parents, leisure activities for the children and young people and such other charitable activities as the committee in their absolute discretion shall decide.

Summary of the main activities undertaken for the public benefit in relation to these objects

In planning our activities this year we kept in mind the Charity Commissions guidance on public benefit and have ensured that, through regular consultation with disabled children and young people and their families, we have provided services that meet their needs.

The focus remains on providing leisure activities for disabled children and young people and support and information for their parents and carers.

We also ensure the whole families' needs are taken into consideration, including siblings, particularly when organising events.

This year we have reviewed our age range to ensure we are fully catering for disabled children and young people aged 0-19 and the results have highlighted that we need to be doing more for youths which we now aim to provide.

Organisation Structure

The Charity is controlled by the Trustees who delegate the day to day running of the Charity to the Project Manager.

Achievements

Following the move into Windchimes in 2008, staff and volunteers have had two extremely busy years developing the range of services offered to children, young people and their parents.

Funding received from Aiming High for Disabled Children has enabled us to develop mini-bus days out giving 77 disabled children the opportunity to have fun whilst making friends and give their parents and carers a short break. These days have proved very popular and achieved some excellent results including improving social skills and independence as well as being greatly appreciated by parents and carers.

Aiming High also funded new Resource Directories which are based on the model of SNAAP's Parents Guide to Services. The directories have been produced for families all over Kent so we are very proud that our work has been recognised in this way. SNAAP have produced 10,500 Directories for East Kent which includes Canterbury, Thanet, Dover & Swale and Ashford & Shepway.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2010**

Funding from Aiming High and Pfizer enabled us to provide an extensive collection of specialist toys, puzzles, books and DVDs that are not available in any other library. It is available to all parents, carers and professionals who wish to use it.

With funding from East Kent & Coastal PCT we were able to turn Windchimes into a Magical Winter Wonderland giving 200 children the chance to see Reindeers, Ice Skate, make Christmas Crafts, decorate ginglebread men and meet Santa! It was so successful that we hope to repeat it next year.

Our days out and activities have continued to be well attended and enjoyed by all. They provide families with supported activities during school holidays which are often a difficult time for them and, thanks to additional funding, are now able to provide even more opportunities.

Our support service gives information and advice to families with disabled children and can help on any issue from support at time of diagnosis to help with benefits advice or help finding equipment or just providing a listening ear and safe space to talk. This is often a parent's first contact with SNAAP and can be the beginning of a long relationship with us.

Our website is now more interactive than ever and provides details of all SNAAP's services including the new online Resource Directory and opening and closing times of all clubs. There is also a facility to donate online.

SNAAP works in partnership with other organisations concerned with the welfare of children and young people with disabilities and their families and the SNAAP Manager sits on the East Kent Disabled Children's Partnership and Kent Parent Participation Network. SNAAP representatives also attend various strategy and planning meetings to improve the services offered to local families.

Review of financial position

The net incoming resources for the year amounted to £59,191 (2009: £11,079), which when added to the funds brought forward gives £89,332 (2009: £30,141) to carry forward to next year of which £68,689 (2009: £20,792) is restricted.

Reserves Policy

It is the policy of the Charity to aim to maintain unrestricted funds, which are the free reserves of the Charity, at a level which equates to six months of basic overheads. This provides sufficient funds to cover management, administration, and support costs and to respond to emergency situations.

On behalf of the Board

Paula Richardson
Trustee

Date: 11 October 2010

I report on the accounts of the Charity for the year ended 31 March 2010 which are set out on pages 5 to 11.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 and that an independent examination is needed.

It is my responsibility to:-

- * examine the accounts (under section 43 of the 1993 Act, as amended);
- * follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act as amended); and
- * state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter had come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the Trustees have not met the requirements to ensure that:
 - * proper accounting records are kept in accordance with section 41 of the 1993 Act; and
 - * accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

J E Sherwood ACA
Larkings (S.E.) LLP
Chartered Accountants
31 St George's Place
Canterbury
Kent CT1 1XD

Date: 18 October 2010

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2010**

| | Notes | Unrestricted funds £ | Restricted funds £ | Total 2010 £ | Total 2009 £ |
|---|-----------|----------------------------|--------------------------|--------------------|--------------------|
| INCOMING RESOURCES | | | | | |
| Incoming resources from generated funds: | | | | | |
| <i>Voluntary income</i> | | | | | |
| Donations | | 24,503 | 6,793 | 31,296 | 13,639 |
| Grants | 2 | 7,999 | 173,396 | 181,395 | 99,553 |
| <i>Activities for generating funds</i> | | | | | |
| Fundraising | | 672 | - | 672 | 7,471 |
| Investment Income | | - | - | - | 252 |
| Total incoming resources | | 33,174 | 180,189 | 213,363 | 120,915 |
| RESOURCES EXPENDED | | | | | |
| Charitable activities | 3 | 38,460 | 111,002 | 149,462 | 106,259 |
| Governance costs | 3 | 1,876 | 2,834 | 4,710 | 3,577 |
| Total resources expended | | 40,336 | 113,836 | 154,172 | 109,836 |
| Net incoming resources before transfers | | (7,162) | 66,353 | 59,191 | 11,079 |
| Gross transfers between funds | 9 | 18,456 | (18,456) | - | - |
| Net movement in funds for the year | | 11,294 | 47,897 | 59,191 | 11,079 |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | | 9,349 | 20,792 | 30,141 | 19,062 |
| Total funds carried forward | 11 | 20,643 | 68,689 | 89,332 | 30,141 |

BALANCE SHEET
AS AT 31 MARCH 2010

| | Notes | 2010 £ | £ | 2009 £ | £ |
|---|-----------|----------------|---------------|---------------|---------------|
| Tangible Fixed Assets | 6 | | 1,215 | | 1,409 |
| Current Assets | | | | | |
| Debtors & Prepayments | 7 | 792 | | 8,351 | |
| Cash at Bank and in Hand | | <u>108,072</u> | | <u>21,461</u> | |
| | | 108,864 | | 29,812 | |
| Creditors: Amounts falling due within one year | 8 | <u>20,747</u> | | <u>1,080</u> | |
| Net Current Assets | | | <u>88,117</u> | | <u>28,732</u> |
| Net Assets | | | <u>89,332</u> | | <u>30,141</u> |
| Represented by:- | | | | | |
| Funds | | | | | |
| Unrestricted Funds | | | 20,643 | | 9,349 |
| Restricted Funds | 9 | | <u>68,689</u> | | <u>20,792</u> |
| Total Funds | 11 | | <u>89,332</u> | | <u>30,141</u> |

These financial statements were approved by the Board for issue on 11 October 2010 and signed on its behalf by:

M Smalley
Trustee

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010**

1 Accounting Policies

The principle accounting policies adopted in the preparation of the financial statements remain unchanged from the previous year, have been consistently applied within the same accounts and follow the recommendation in Accounting and Reporting by Charities - Statement of Recommended Practice issued in March 2005. A summary of the more important accounting policies, which have been applied consistently, are set out below.

a) Basis of Accounting

These financial statements have been prepared in accordance with the historical cost convention.

b) Tangible Fixed Assets

Depreciation is calculated so as to write off the cost of tangible fixed assets, less their estimated residual values on a straight line basis over the expected useful economic lives of the assets concerned. The principal annual rates used for this purpose are:-

| | |
|--------------------|-----------------|
| Office Equipment | 25% on cost |
| Computer Equipment | 33 1/3% on cost |
| Sports Equipment | 25% on cost |

b) Incoming Resources

Cash and Liquid Resources - Grants made towards the cost of a specified year are included in the statement of financial activities on an accruals basis. Other donations are included as received.

Other Resources - Interest receivable is included as received.

c) Resources Expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered. Resources expended are allocated to the particular activity where the cost relates directly to that activity.

d) Unrestricted Funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the Charity without further specified purpose and are available as general funds.

e) Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor.

f) Transfer between Funds

A transfer from restricted to unrestricted funds is made to cover an element of management overheads where this is allowed as part of a funding agreement.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2010

| 2 Incoming Resources | Unrestricted Fund £ | Restricted Fund £ | 2010 Total £ | 2009 Total £ |
|--|---------------------------|-------------------------|--------------------|--------------------|
| Grants | | | | |
| Kent Childrens Fund | - | - | - | 5,661 |
| Canterbury City Council - Single Gateway | - | 18,540 | 18,540 | 18,000 |
| Canterbury City Council - Riverside CC Open Day | - | 750 | 750 | - |
| Riverside Children's Centre - SNAAP - Eey's | - | 9,000 | 9,000 | 12,990 |
| Alexandra Rose Day | - | - | - | 500 |
| Kent County Council - Youth Club | - | - | - | 200 |
| Kent County Council - Youth Opportunities | - | - | - | 6,724 |
| Kent County Council - Aim High London Weekend | - | - | - | 7,995 |
| Kent County Council - Social Services | 7,999 | - | 7,999 | 15,000 |
| Kent County Council - Community Engagement | - | - | - | 5,500 |
| Kent County Council - Aiming High - Resource Directory | - | 29,998 | 29,998 | - |
| Kent County Council - Aiming High Toy Library | - | 7,500 | 7,500 | 10,000 |
| Kent County Council - PCT Health | - | 10,000 | 10,000 | - |
| Kent County Council - Aiming High Training | - | 3,000 | 3,000 | - |
| Pfizer - Toy Library | - | 8,000 | 8,000 | - |
| Local Childrens Services Partnership - Aiming High | - | 35,708 | 35,708 | 16,983 |
| NHS Eastern & Coastal Kent - Health & Wellbeing | - | 25,900 | 25,900 | - |
| Colyer Fergusson | - | 25,000 | 25,000 | - |
| | <u>7,999</u> | <u>173,396</u> | <u>181,395</u> | <u>99,553</u> |

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2010**

| 3 Total resources expended | Unrestricted Fund £ | Restricted Fund £ | 2010 Total £ | 2009 Total £ |
|---|---------------------------|-------------------------|-----------------------|-----------------------|
| Charitable activities | | | | |
| <u>Costs directly allocated to activities</u> | | | | |
| Wages and salaries | 5,490 | 48,825 | 54,315 | 34,961 |
| Other staff costs | 622 | 4,332 | 4,954 | - |
| Fundraising costs | 41 | - | 41 | - |
| Cost of activities | 20,346 | 38,040 | 58,386 | 40,638 |
| <u>Support costs</u> | | | | |
| Wages and salaries | 1,594 | 14,173 | 15,767 | 13,245 |
| Volunteer expenses | 210 | 343 | 553 | 376 |
| Rent | 3,953 | 1,250 | 5,203 | 5,200 |
| Staff training | 359 | 759 | 1,118 | 897 |
| Insurance | 914 | - | 914 | 1,346 |
| Printing, postage and stationery | 1,920 | 1,612 | 3,532 | 4,889 |
| Telephone | 188 | 842 | 1,030 | 693 |
| Advertising and publicity | 683 | - | 683 | 1,196 |
| Subscriptions | 50 | - | 50 | 78 |
| Computer costs | 100 | 616 | 716 | 472 |
| Website design and maintenance | - | - | - | 600 |
| Bank Charges | 311 | 80 | 391 | 351 |
| Depreciation | 900 | - | 900 | 1,099 |
| Sundry expenses | 779 | 130 | 909 | 218 |
| | <u>38,460</u> | <u>111,002</u> | <u>149,462</u> | <u>106,259</u> |
| Governance costs | | | | |
| Wages and salaries | 319 | 2,834 | 3,153 | 2,649 |
| Trustee and AGM expenses | 182 | - | 182 | - |
| Accountancy | 1,375 | - | 1,375 | 928 |
| | <u>1,876</u> | <u>2,834</u> | <u>4,710</u> | <u>3,577</u> |
| | <u><u>40,336</u></u> | <u><u>113,836</u></u> | <u><u>154,172</u></u> | <u><u>109,836</u></u> |

4 Staff costs

| | 2010 £ | 2009 £ |
|--------------------------------------|---------------|---------------|
| Wages and salaries inc Employers' NI | 73,236 | 53,645 |
| Other staff costs | 4,954 | - |
| | <u>78,190</u> | <u>53,645</u> |

5 Trustees Expenses

There were no wages paid to Trustees during the year (2009 £Nil). Expenses of £80 were reimbursed to 1 trustee (2009 £Nil - no trustees).

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2010**

| 6 Tangible Fixed Assets | Sports Equipment £ | Office & Computer Equipment £ | Total £ |
|---|-----------------------------------|--|--------------------|
| Cost | | | |
| As at 1 April 2009 | 956 | 2,871 | 3,827 |
| Additions | - | 706 | 706 |
| Disposals | - | - | - |
| As at 31 March 2010 | <u>956</u> | <u>3,577</u> | <u>4,533</u> |
| Depreciation | | | |
| As at 1 April 2009 | 669 | 1,749 | 2,418 |
| Charge for the year | 163 | 737 | 900 |
| Eliminated on disposals | - | - | - |
| As at 31 March 2010 | <u>832</u> | <u>2,486</u> | <u>3,318</u> |
| Net Book Value | | | |
| As at 31 March 2010 | <u>124</u> | <u>1,091</u> | <u>1,215</u> |
| As at 31 March 2009 | <u>287</u> | <u>1,122</u> | <u>1,409</u> |
| 7 Debtors | | 2010 £ | 2009 £ |
| Other debtors | | 190 | 7,995 |
| Prepayments | | 602 | 356 |
| | | <u>792</u> | <u>8,351</u> |
| 8 Creditors: Amounts falling due within one year | | | |
| Other creditors and accruals | | <u>20,747</u> | <u>1,080</u> |

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2010**

9 Restricted Funds

| | Balance at 01/04/09 £ | Incoming Resources £ | Resources Expended £ | Transfers between funds £ | Balance at 31/03/10 £ |
|--------------------------------------|--------------------------------|----------------------------|----------------------------|------------------------------------|--------------------------------|
| Youth Club | 361 | 1,588 | (1,361) | - | 588 |
| Inclusive Youth Club | 94 | | (90) | (4) | - |
| Sport Relief Club | 1,720 | 1,678 | (2,050) | | 1,348 |
| Local Childrens Services Partnership | 21 | 35,708 | (1,633) | (572) | 33,524 |
| CCC Single Gateway | 197 | 18,540 | (18,621) | 77 | 193 |
| Youth Opportunities Fund | 6,724 | | (5,005) | | 1,719 |
| Ian Farrant Golf day | 3,001 | 3,527 | (6,610) | 82 | - |
| KCC Social Services | 7,730 | - | - | (7,730) | - |
| Julie Wills Donation | 332 | - | - | (332) | - |
| Kent Police | 400 | - | - | (400) | - |
| East Kent Humanists | 212 | - | - | (212) | - |
| Toy Library | - | 15,500 | (10,533) | (1,650) | 3,317 |
| Resource Directories | - | 29,998 | (25,957) | (4,041) | - |
| Mental Health & Wellbeing | - | 25,900 | (23,406) | (2,494) | - |
| Colyer Fergusson Charitable Trust | - | 25,000 | - | | 25,000 |
| Riverside Information Day | - | 750 | (539) | (211) | - |
| Aiming High - Training | - | 3,000 | - | | 3,000 |
| Riverside Children's Centre | - | 9,000 | (7,374) | (1,626) | - |
| PCT Health | - | 10,000 | (10,000) | | - |
| Riverside Windchimes | - | - | (657) | 657 | - |
| | <u>20,792</u> | <u>180,189</u> | <u>(113,836)</u> | <u>(18,456)</u> | <u>68,689</u> |

KCC - Youth Club / Inclusive Youth Club

The purpose of the fund is to provide funding for one member of staff to attend Inclusive Youth Club.

Sport Relief

To fund running and development of Sports Club.

Local Childrens Services Partnership - Aiming High

To provide mini-bus days out to disabled children aged 8 - 18, giving children a fun day out whilst parents receive a short break.

CCC - Single Gateway

The purpose of this grant is to part fund the project managers salary.

Youth Opportunities Fund

To provide school holiday activities for disabled young people aged 11+ and develop a youth forum.

Ian Farrant Golf day

To provide a weekend in France for disabled children. This trip took place in the year and thus the funding has now been fully utilised.

KCC Social Services

To provide services for disabled children.

Julie Wills, Kent Police & East Kent Humanists Donations

To be spent on activities for disabled children. These amounts were transferred to the general fund as several activities were paid for from the general fund this year.

Toy Library

To provide multi-sensory toys and books for disabled children.

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2010**

9 Restricted Funds (cont.)

Resource Directories - Aiming High

To produce two directories to cover East Kent giving families information about services that exist locally and nationally.

Mental Health & Wellbeing

To provide leisure activities to disabled children aged 0 - 19. This funded two salaries.

Colyer Fergusson Charitable Trust

To provide additional leisure activities for disabled children and their families.

Riverside Information Day

To provide an event to promote SNAAP -Eys and offer services for pre-school children with additional needs.

Aiming High - Training

To provide training opportunities to parents of disabled children including behaviour advice.

Riverside Children's Centre

To develop an early years group for children aged 0-5 years with additional needs.

PCT Health

To provide support services to parents & carers of disabled children. This part funds the project manager's salary.

Riverside Windchimes

To provide a parent & toddler group - SNAAP-Eys.

10 Unrestricted funds

| | Balance at 01/04/09 £ | Incoming Resources £ | Resources Expended £ | Transfers between funds £ | Balance at 31/03/10 £ |
|-----------------|--------------------------------|----------------------------|----------------------------|------------------------------------|--------------------------------|
| General Fund | 6,559 | 33,174 | (40,336) | 18,186 | 17,583 |
| Designated Fund | 2,790 | - | - | 270 | 3,060 |
| | <u>9,349</u> | <u>33,174</u> | <u>(40,336)</u> | <u>18,456</u> | <u>20,643</u> |

Designated fund: The designated fund has been set up in order to separate the cost of staff redundancies as the Charity have an obligation to pay this in the event of the Charity not being able to continue.

11 Analysis of Net Assets between Funds

| | Unrestricted Fund £ | Restricted Fund £ | Total 2010 £ | Total 2009 £ |
|-----------------------|---------------------------|-------------------------|--------------------|--------------------|
| Tangible Fixed Assets | 1,215 | - | 1,215 | 1,409 |
| Current Assets | 40,175 | 68,689 | 108,864 | 29,812 |
| Current Liabilities | <u>(20,747)</u> | <u>-</u> | <u>(20,747)</u> | <u>(1,080)</u> |
| | <u>20,643</u> | <u>68,689</u> | <u>89,332</u> | <u>30,141</u> |