

SNAAP (SPECIAL NEEDS ADVISORY AND ACTIVITIES PROJECT)

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2011

SNAAP (SPECIAL NEEDS ADVISORY AND ACTIVITIES PROJECT)

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011**

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OFFICERS AND ADVISERS

Trustees

Marilyn Smalley	Chair
Vanessa Boukharouba	Vice Chair
Paula Richardson	Treasurer
Lisa Whiteing	
Sarah Whitney	
Serena Kemp	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 2011**

The Trustees of the Charity present their annual report and financial statements for the year ended 31 March 2011.

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

SNAAP's charitable purposes are for the public benefit and fall within the description "*the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage*" in the Charities Act 2006.

In planning our activities we keep in mind the Charity Commission's guidance on public benefit and ensure that, through regular consultation with our service users, we provide services that meet their needs.

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

We seek feedback from our families continuously and this, along with monitoring and evaluation of our activities, ensures that our work remains focused on our stated aims and objectives and also proves we are providing high quality services.

We also ensure that the whole families' needs are taken into consideration, including non-disabled siblings when organising events.

We ask families to pay a small fee for some of SNAAP's activities as a contribution towards costs but if a family is unable to pay due to its financial circumstances we make sure the service is still available to them.

SNAAP works with a wide range of members of the public such as professionals, supporters, funders, interested parties and volunteers and, therefore, also benefits the general public.

Organisation Structure

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

Achievements

SNAAP has continued to develop the range of services offered to children, young people and their parents.

By being based at Windchimes, a dedicated disabled children's centre, the demand on our information, advice and support services has increased because SNAAP is often called to assist a parent who is visiting the centre. The usage of our Specialist Library of Books and DVD's has increased by being located at Windchimes. With an extensive collection of over 400 books and DVD's the library is an essential resource for all parents, carers and professionals who wish to use it and 115 books and DVD's were loaned in 2010/11.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2011**

We have now converted the majority of our postal database to e-mail and therefore are able to communicate to families on a regular basis through e-bulletins. This has not only reduced costs related to post and stationery but also enables us to pass on relevant information more quickly.

Our website, www.snaap.org.uk, has been improved and provides up-to-date details of all SNAAP's services including the online Resource Directories for East Kent and Ashford and Shepway, information about volunteering, news, updates and a new Governance section. There is also a facility on the website to donate online and we have developed a second website, donate.snaap.org.uk, specifically for fundraising events.

To help celebrate Windchines 2nd birthday, we held a fun fair where, amongst many things, children rode on tea cups, bounced on trampolines, played hook-a-duck, coconut shie, basketball shootout, had their faces painted and enjoyed ice cream and candy floss!

After many years of trying we were delighted to receive 3 years funding from BBC Children in Need which is funding staffing for SNAAP's leisure activities. During 2010/11 this funding has enabled us to provide 29 family activities and 78 youth sessions during school holidays.

We also utilised funding from Colyer Fergusson which enabled us to provide even more services including SNAAP-EYs, coach trips to Drusilla's and Thames Valley adapted playpark as well as contribute towards additional activities for the fun fair.

We have also been working in partnership with St Nicholas Special School by arranging family days out including a coach trip to Legoland. We hope to continue this partnership and provide more activities specific to their needs.

Thanks to funding from Kent Youth Service we have been able to provide specific activity sessions for disabled young people aged 11-19 throughout all school holidays. The success of these sessions and increase of the young people in the upper age range has resulted in the need to provide sessions targeted at the older young people which we will address.

Sadly, our annual Christmas Winter Wonderland event was cancelled due to snow, but we re-arranged it in January and with some tweaks (elves were on hand to give out Santa's gifts as the big man himself was now on holiday and the Post Office at the North Pole was available for sending thank you letters!), great fun was had by all and the usual Christmas magic was maintained! The event was funded by KCC and the Santa gifts were sponsored by The Ian Farrant Charity Golf day.

Following the successful piloting of our short break mini-bus days out we hope to continue providing this valuable service. The year's programme ended with a sleepover at The Science Museum in London where 20 children took part in exciting hands-on workshops and slept overnight among the Museum's amazing exhibits!

We would like to take this opportunity to thank Canterbury City Council for their continued funding support. They have provided core funding since 2004 and without this we would struggle to exist. We would also like to thank everyone that has made donations to SNAAP throughout the year.

Review of financial position

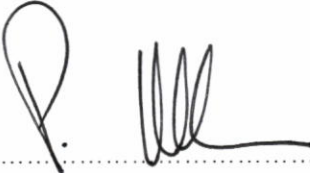
The net outgoing resources for the year amounted to £54,467 (2010 incoming resources £59,191), which when added to the funds brought forward gives £34,865 (2010: £89,332) to carry forward to next year of which £17,932 (2010: £68,689) is restricted.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2011

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. Although at the year end, closing funds were not sufficient to cover six months basic overheads, income received/due in 2011/12 will assist in covering the potential shortfall.

On behalf of the Board

A handwritten signature in black ink, consisting of a large loop on the left and several vertical strokes on the right, ending in a horizontal line.

Paula Richardson
Trustee

Date: 29/09/11

I report on the accounts of the Charity for the year ended 31 March 2011 which are set out on pages 6 to 13.

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 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

Independent examiner's statement

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

- a) which gives me reasonable cause to believe that, in any material respect, the requirements;
- * to keep accounting records in accordance with section 41 of the 1993 Act; and
 - * to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

have not been met; or

- b) 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: 03 OCT 2011

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2011**

	Notes	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
<i>Voluntary income</i>					
Donations		2,463	17,626	20,089	31,296
Grants	2	825	84,339	85,164	181,395
<i>Activities for generating funds</i>					
Fundraising		2,574	1,207	3,781	672
Total incoming resources		5,862	103,172	109,034	213,363
RESOURCES EXPENDED					
Charitable activities	3	14,780	143,341	158,121	149,462
Governance costs	3	1,886	3,494	5,380	4,710
Total resources expended		16,666	146,835	163,501	154,172
Net incoming resources before transfers		(10,804)	(43,663)	(54,467)	59,191
Gross transfers between funds	9	7,094	(7,094)	-	-
Net movement in funds for the year		(3,710)	(50,757)	(54,467)	59,191
Reconciliation of funds:					
Total funds brought forward as at 1 April 2010		20,643	68,689	89,332	30,141
Total funds carried forward as at 31 March 2011	11	16,933	17,932	34,865	89,332

**BALANCE SHEET
AS AT 31 MARCH 2011**

	Notes	2011 £	£	2010 £	£
Tangible Fixed Assets	6		1,120		1,215
Current Assets					
Debtors & Prepayments	7	428		792	
Cash at Bank and in Hand		<u>40,451</u>		<u>108,072</u>	
		40,879		108,864	
Creditors: Amounts falling due within one year	8	<u>7,134</u>		<u>20,747</u>	
Net Current Assets			<u>33,745</u>		<u>88,117</u>
Net Assets			<u>34,865</u>		<u>89,332</u>
Represented by:-					
Funds					
Unrestricted Funds			16,933		20,643
Restricted Funds	9		<u>17,932</u>		<u>68,689</u>
Total Funds	11		<u>34,865</u>		<u>89,332</u>

These financial statements were approved by the Board for issue on 29/9/11 and signed on its behalf by:



M Smalley
Trustee