### **COMPANY REGISTRATION NUMBER 4243981**

### **ACTION FOR ASD**

### **FINANCIAL STATEMENTS 31ST MARCH 2008**

**Charity Number 1089341** 

**Chartered Accountants** 4 - 6 Grimshaw Street Burnley Lancs **BB11 2AZ** 





29/01/2009 COMPANIES HOUSE

### FINANCIAL STATEMENTS

### YEAR ENDED 31ST MARCH 2008

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# TRUSTEES ANNUAL REPORT YEAR ENDED 31ST MARCH 2008

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31st March 2008.

### REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name

Action for ASD

Charity registration number

1089341

Company registration number

4243981

Principal office

Suite 7, Kings Mill Queen St, Harle Syke

Burnley Lancashire BB10 2HX

Registered office

Suite 7, Kings Mill

Queen St, Harle Syke

Burnley Lancashire BB10 2HX

### THE TRUSTEES

The trustees who served the company during the period were as follows:

Tina Lynch

Chairperson

Janet James

Company Secretary

Trevor James

Treasurer

**Bridget Collinge** 

Secretary to the Executive Committee

Steven Cornwell

(resigned 21 February 2008)

Julia Gildert

Andy Lynch

(appointed 28 June 2007)

Julia Palmowski Lorna Porter Angela Robinson Christine Smith

Sheila Lynch Claire Walker (appointed 28 June 2007) (appointed 11 October 2007)

Secretary

Janet James

# TRUSTEES ANNUAL REPORT (continued) YEAR ENDED 31ST MARCH 2008

Accountants

K M Chartered Accountants 4 - 6 Grimshaw Street Burnley Lancs BB11 2AZ

### STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisation

The Charity is governed by an Executive Committee of trustees who are appointed by the Charity's members, and who act as directors of the company. Its core activities and projects are managed by a non-trustee Project Director with a staff of three, reporting to the Executive Committee.

### Appointment of Trustees

At an Annual general Meeting of members one third of the trustees are required to retire, but may offer themselves for re-election.

### **OBJECTIVES AND ACTIVITIES**

Action for ASD is a support and action group for people affected by Autistic Spectrum Disorders. It was originally formed in 1996 under the name CASSEL by a group of dedicated parents in the locality of East Lancashire to act as a vital link between parents and professionals. It was renamed Action for ASD in 2001 as a charitable company, following a successful application to the Community Fund to further develop its service. Although no longer funded by the Community Fund, the organisation has grown in reputation and membership over the last seven years to become a well established support organisation to the people of East Lancashire.

The organization has a strong membership made up from individuals with a diagnosis of an autistic spectrum disorder, their families, carers and members of the professional support services network. It has developed its services such that it can now provide a comprehensive support framework from prediagnosis through to transition and beyond.

#### The charity's objects are:-

- (a) to provide support, advice, information and assistance on issues relevant to autistic spectrum disorder to individuals with autistic spectrum disorder, their families and carers and associated professionals.
- (b) to increase public awareness regarding the difficulties and circumstances of people with autistic spectrum disorder and their families and carers and to encourage acceptance within the community.

### TRUSTEES ANNUAL REPORT (continued)

### YEAR ENDED 31ST MARCH 2008

#### ACHIEVEMENTS AND PERFORMANCE

Since our last Trustees Annual Report the charity has seen many positive changes that have benefited both staff and members alike. The organisation has moved to new premises, namely the Autism Resource Centre in King's Mill, Harle Syke, Burnley. The organisation has finally fulfilled a five year dream of being able to provide a "one-stop shop" for people affected by Autism Spectrum Disorders in the East Lancashire area.

Our new premises consist of an office area, where the staff can run the day to day aspects of the organisation, a resource library which enables members to access up-to-date information and literature relating to Autism Spectrum Disorders, and a new main activity area, where the play sessions are held consisting of a softplay centre, bouncy castle, a games consoles area and other games areas such as pool and table-tennis.

Our Impact Clubs continue to thrive with numbers of members attending increasing all the time, and our family sessions have exceeded all expectations with their success. The Impact Project continues also to be a source of specialist support and advice to parents, families and professionals in the local area. The sessions are run by a small but highly professional, enthusiastic and dedicated team of staff and volunteers

Our core staff have worked relentlessly to develop our new premises to a level where we are now arguably the most accessible and knowledgeable organisation in East Lancashire for services, support and advice relating to Autism Spectrum Disorders.

Hanna Ingleby continued in her position as Project Director on a part-time basis, and enhanced her already excellent reputation as Charity fundraiser by securing various sources of funding, the most significant of which being an award from the Three Guineas Trust of £25000 p.a. in 2008, 2009 and 2010. Hanna towards the end of the year gave birth to a baby girl and therefore gave way to Ben Ponsonby while she cared for her new-born on maternity leave.

Ben Ponsonby has excelled in his position of Impact Group Project Manager and for a period covering maternity leave as Acting Project Director. Ben continues to drive the organisation forward with new ideas and initiatives and has supported and encouraged the staff admirably.

Gemma Sampford as Office Manager continues to work tirelessly to ensure our charity runs smoothly for the staff, members and new contacts that utilize our knowledge and resources on a daily basis. She initiates new ideas and her enthusiasm and determination to ensure tasks are completed on time are an inspiration to us all. Gemma also took a lead role in the development of the Volunteer Project which allowed young people with Asperger Syndrome to gain work experience as volunteers at the Autism Resource Centre.

Rahima Uddin has secured her role within the charity as Ethnic Minority Project Worker by continuing to develop links with ethnic minority communities. Rahima has worked very hard in breaking down some of the social barriers that prevent some of the families from accessing the support and knowledge they need for their family members.

The Autism Resource Centre was officially opened at a special event where the Mayor of Burnley was guest of honour. The organisation was also extremely honoured to be named the Mayoral Charity during Councillor Peter McCann's tenure as Burnley's Mayor.

### TRUSTEES ANNUAL REPORT (continued)

#### YEAR ENDED 31ST MARCH 2008

The organisation continues with providing parents, adults with ASD, and professionals, with specialist training seminars and conferences. During this period Action for ASD held events on Direct Payments (Helen Bickerstaffe - Direct Payments Co-ordinator), Ethnic Minority Parents affected by Autism ('Cornish' -Action for ASD), Personal Development Training for Adults with Asperger Syndrome (Debra Brown - Global Hugs), Introduction to Autism (Geoff Evans and Pat Smith - Options Group).

Particular recognition should go to our Executive Committee member Stephen 'Cornish' Cornwell who, as well as the above training seminar, with the support of Ben Ponsonby held other Asperger Syndrome training sessions in the locality for parents and professionals.

The organisation also secured funding during this period to develop an Adult Social Group. The group was called the Phoenix Project, and with the help of Rahima Uddin and Stephen 'Cornish' Cornwell was successful in providing social drop-in sessions at the Autism Resource Centre for adults with Autism Spectrum Conditions. The organisation is in the developmental stages of putting together a research proposal in conjunction with NHS East Lancashire in order to investigate what kind of adult services are required in the local area with a view to development in the future.

All in all, the Charity continues to go from strength to strength, the trustees remain dedicated and supportive and have worked diligently with the staff to ensure we continue to perform and develop to our full potential.

### TRUSTEES ANNUAL REPORT (continued)

### YEAR ENDED 31ST MARCH 2008

### FINANCIAL REVIEW

During the year grants totalling £105,430 were received for specific activities, and a further £16,987 came from membership fees, smaller donations, conference income and other fundraising activities.

### Reserves policy

At the close of the financial year, more than 90% of the charity's reserves were allocated to specific extermally-funded projects, notably the softplay Centre assets initially valued at £21,000 and assigned to the Impact Group project, and in excess of £30,000 of the current assets which are reserved for the Impact Group and the BME outreach worker projects. This represents a further shift in the Charity's reserves from unreserved to reserved funds since the previous year.

Many of the grants received,however, whilst prescriptive in how they may be used, do provide for contributions to be made towards core costs, for example staff salaries, premises rental and general administrative and running costs, and the Trustees and the Project Director make every effort to ensure that provision for such costs forms part of every grant application made. They are equally aware that sufficient income must also be obtained from conferences and other fundrainsing activities to ensure that core costs are fully provided for.

The Charity must also generate sufficient income from conferences and other fundraising activities to full cover all core costs.

#### Risk review

The trustees are continually assessing the major risks to which the Charity is exposed and developing strategies to minimize these risks.

The major risk is the availability of future funding, and this continues to be prime focus of the Trustees' and the Project Director's attentions.

### RESPONSIBILITIES OF THE TRUSTEES .

The trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to 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 these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;

### TRUSTEES ANNUAL REPORT (continued)

### YEAR ENDED 31ST MARCH 2008

• prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Registered office: Suite 7, Kings Mill Queen St, Harle Syke Burnley Lancashire BB10 2HX

Signed on behalf of the trustees

Mr T James Hon Treasurer

19th January 2009

## ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF ACTION FOR ASD

### YEAR ENDED 31ST MARCH 2008

We report on the accounts for the year ended 31st March 2008 set out on pages 8 to 16.

### RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND REPORTING ACCOUNTANTS

As described on page 9 the company's directors (who also act as trustees for the charitable activities of Action for Asd) are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

#### **BASIS OF OPINION**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

### **OPINION**

In our opinion:

- (a) the accounts are in agreement with those accounting records kept by the company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
  - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemptions specified in section 249B(1)(a) to (f).

4 - 6 Grimshaw Street Burnley Lancs BB11 2AZ

19th January 2009

K M Chartered Accountants

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

### YEAR ENDED 31ST MARCH 2008

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2008 £	Total Funds 2007 £
INCOMING RESOURCES Incoming resources from generating funds:	3	-	_	· ·	_
Voluntary income Investment income	2 3	11,189 132	105,430 —	116,619 132	90,094 96
Other incoming resources	4	5,666	315	5,981	8,902
TOTAL INCOMING RESOURCES		16,987	105,745	122,732	99,092
RESOURCES EXPENDED Charitable activities Governance costs	5 6	(27,777) (1,357)	(104,531) (159)	(132,308) (1,516)	(89,134) (1,058)
TOTAL RESOURCES EXPENDED		(29,134)	(104,690)	(133,824)	(90,192)
NET (OUTGOING)/INCOMIN G RESOURCES BEFORE TRANSFERS	7	(12.147)	1,055	(11 002)	8 000
Transfer between funds	7 8	(12,147) 8,247	(8,247)	(11,092)	8,900 -
NET (EXPENDITURE)/INCOM	Œ	<u>, ′</u>	`		
FOR THE YEAR RECONCILIATION OF FUNDS		(3,900)	(7,192)	(11,092)	8,900
Total funds brought forward		12,206	57,754	69,960	61,060
TOTAL FUNDS CARRIED FORWARD	)	8,306	50,562	58,868	69,960

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

# BALANCE SHEET 31ST MARCH 2008

		2008		2007	
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	10		21,343		3,779
CURRENT ASSETS					
Debtors	11	_		3,104	
Cash at bank and in hand		38,829		64,646	
		38,829		67,750	
CREDITORS: Amounts falling due		ŕ		·	
within one year	12	(1,304)		(1,569)	
		<del></del>			
NET CURRENT ASSETS			37,525		66,181
TOTAL ASSETS LESS CURRENT	LIABIL	ITIES	58,868		69,960
NET ASSETS			58,868		69,960
FUNDS					
Restricted income funds	13		50,562		57,754
Unrestricted income funds	14		8,306		12,206
			<del></del>		
TOTAL FUNDS			58,868		69,960

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the financial statements for the year by virtue of section 249A(2), and that no member or members have requested an audit pursuant to section 249B(2) of the Act. The trustees acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with section 221 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements were approved and signed by the trustees on 19th January 2009.

Mr T James Hon. Treasurer

The notes on pages 10 to 16 form part of these financial statements.

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2008

### 1. ACCOUNTING POLICIES

### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 1985.

#### Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

### Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life.

### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment - 20% straight line per annum

### Pension costs

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the statement of financial activities.

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2008

### 1. ACCOUNTING POLICIES (continued)

### Incoming resources

All incoming resources are included in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

### Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is reported as part of the expenditure to which it relates:

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource.

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2008

### 2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds	Total Funds 2008 £	Total Funds 2007 £
Donations				
Donations, subscriptions and similar				
income	11,189	~-	11,189	32,018
Grants receivable				
CAMHS for Impact Project	_	_	_	18,000
Big Lottery Fund	_	26,082	26,082	23,176
Awards for All	_	_	_	9,900
Merseyside Community Foundation	_	_	_	7,000
Three Guineas Trust Grant		12,243	12,243	-
LCC Grant	-	6,250	6,250	-
Playful Ideas for Impact Project		60,855	60,855	
	11,189	105,430	116,619	90,094

### 3. INVESTMENT INCOME

	Unrestricted	<b>Total Funds</b>	Total Funds
	Funds	2008	2007
	£	£	£
Bank interest receivable	132	132	96

### 4. OTHER INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2008 £	Total Funds 2007
Sundry income	3,092	315	3,407	2,483
Conference income	2,574		2,574	6,419
	5,666	315	5,981	8,902

### 5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted	Restricted	<b>Total Funds</b>	Total Funds
	Funds	Funds	2008	2007
	£	£	£	£
Support for people affected by ASD	27,777	104,531	132,308	89,134

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2008

### 6. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2008 £	Total Funds 2007 £
Accountancy fees	1,175	_	1,175	999
Costs of trustees' meetings	182	159	341	59
	1,357	159	1,516	1,058

### 7. NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

5 5	2008	2007
	£	£
Staff pension contributions	260	220
Depreciation	8,704	5,417

### 8. FUND TRANSFERS

Fund Transfers relate to the balance on the Impact project, transferred from restricted to designated by pernission of the donor.

### 9. STAFF COSTS AND EMOLUMENTS

### Total staff costs were as follows:

2008	2007
£	£
56,811	40,682
17,661	13,580
260	220
74,732	54,482
	£ 56,811 17,661 260

### Particulars of employees:

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

	2008	2007
	No	No
Administration	1	1
Project	4	4
•	<del>-</del> -	
	5	5
	<del></del>	

No employee received emoluments of more than £60,000 during the year (2007 - Nil).

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2008

### **10. TANGIBLE FIXED ASSETS**

			Equipment £
	COST At 1st April 2007 Additions		28,188 26,268
	At 31st March 2008		54,456
	DEPRECIATION At 1st April 2007 Charge for the year		24,409 8,704
	At 31st March 2008		33,113
	NET BOOK VALUE At 31st March 2008		21,343
	At 31st March 2007		3,779
11.	DEBTORS		
	Prepayments	2008 £ 	2007 £ 3,104
12.	CREDITORS: Amounts falling due within one year		
	Bank loans and overdrafts Trade creditors Accruals	2008 £ 246 — 1,058 1,304	2007 £ 511 1,058 1,569

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2008

### 13. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2007 £	Incoming resources	Outgoing resources £	Transfers £	Balance at 31 Mar 2008 £
Impact Project Big Lottery Fund - BEM outreach	12,413	65	(4,231)	(8,247)	_
worker Merseyside Community Foundation - soft play centre rent	8,527	24,701	(23,573)	-	9,655
contribution Children in Need	3,104	_	(3,104)	-	_
- soft play centre Sundry restricted	22,559	_	(4,498)	_	18,061
funds Three Guineas Trust - salary	1,855	_	(810)	(54)	991
contribution	_	12,243	(6,249)	_	5,994
Awards for All LCC - volunteer	9,296	_	(6,414)	(270)	2,612
project Playful Ideas grant - Impact	_	6,250	(6,830)	(1,600)	(2,180)
project	_	62,236	(46,537)	(270)	15,429
	57,754	105,495	(102,246)	(10,441)	50,562

Restricted funds are as stated above.

<sup>(1)</sup>The Impact project funds (CAMHS)have been transferred to a designated reserve fund with the permission of the donor

<sup>(2)</sup>LCC volunteer project commenced before the funds were received - the deficit balance is temporary.

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2008

### 14. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2007 £	Incoming resources	Outgoing resources £	Transfers £	Balance at 31 Mar 2008 £
Fixed assets reserve Impact project -	3,779	-	_	(3,450)	329
reserve funds	_	-	_	8,247	8,247
General Funds	8,427	16,987	(29,134)	3,450	(270)
	12,206	16,987	(29,134)	8,247	8,306

### 15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
Restricted Income Funds:			
Big Lottery Fund - BEM outreach worker	1,504	8,151	9,655
Children in Need - soft play centre	17,991	70	18,061
Sundry restricted funds	_	991	991
Three Guineas Trust - salary contribution	_	5,994	5,994
Awards for All	-	2,612	2,612
LCC - volunteer project	_	(2,180)	(2,180)
Playful Ideas grant - Impact project	1,519	13,910	15,429
	21,014	29,548	50,562
Unrestricted Income Funds	329	8,247	8,576
Total Funds	21,343	37,795	59,138

### 16. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and does not have sharecapital. The liability of each member is limited to a maximum of £1.

The members of the company are the trustees.