

4
Company registration number: 04243981
Charity registration number: 1089341

Action for ASD

Annual Report and Financial Statements
for the Year Ended 31 March 2014

M R Heaton FCCA FCIE
Independent Examiner
4-6 Grimshaw Street
Burnley
Lancashire
BB11 2AZ

FRIDAY



A10

A3BX1SQW

11/07/2014

#322

COMPANIES HOUSE

Action for ASD

Contents

Reference and Administrative Details	1 to 2
Trustees' Report	3 to 12
Trustees' responsibilities in relation to the financial statements	13
Independent examiner's report	14
Statement of financial activities	15
Balance Sheet	16
Notes to the financial statements	17 to 24

Action for ASD
Reference and Administrative Details

Charity name	Action for ASD
Charity registration number	1089341
Company registration number	04243981
Principal office	Suite 7, Kings Mill Queen Street, Harle Syke Burnley Lancashire BB10 2HX
Registered office	Suite 7, Kings Mill Queen Street, Harle Syke Burnley Lancashire BB10 2HX
Trustees	Trevor James Bridget Collinge Janet James Julia Palmowski Angela Robinson Elizabeth Paterson David Preston Tony Copley Ann Walton Chris Walton Marie Kirk Alan Entwistle (appointed 13 November 2013)
Secretary	Trevor James

Action for ASD
Reference and Administrative Details

Bankers

Lloyds TSB
7 Manchester Road
Burnley
Lancashire
BB11 1HT

Scottish Widows Bank plc
PO Box 12757
67 Morrison Street
Edinburgh
EH3 8YJ

Independent Examiner

M R Heaton FCCA FCIE
4-6 Grimshaw Street
Burnley
Lancashire
BB11 2AZ

Action for ASD

Trustees' Report

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 team of 4 full time, 5 part time, 8 sessional staff and 3 volunteers, 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.

History of the Charity

The charity began life in 1996 when a group of parents who attended Holly House Child Development Centre in Rishton formed a self-help group which they subsequently established as a registered charity called CASSEL (Children with Aspergers Syndrome Support in East Lancashire). In 2000 the charity changed its name to Action for ASD (Autistic Spectrum Disorders) to reflect its extended scope, and in 2001 it was fortunate enough to win funding from the Big Lottery. A new incorporated charity (ie: charitable company) was then formed, also called Action for ASD, to take on the role of employing a small team of staff, to develop the project and offer more help to families whose lives were affected by Autistic Spectrum Disorders.

This funding helped to put Action for ASD on the map and it has grown steadily over the years. From humble beginnings in a small office with a staff team of 4, it has grown and is now based at the ARC (Autism Resource Centre) at Kings Mill, Harle Syke, Burnley.

The charity began its life supporting parents who had children with a high-functioning Autism or Asperger Syndrome. The major functions of the charity at this stage were to support parents, provide training, raise awareness and provide family social events so families could develop relationships and support each other.

As often happens when an organisation becomes successful and grows, the remit of the charity widened and we began to provide some respite through social and leisure opportunities for young people with Asperger Syndrome. As we did not have the facilities or resources at this stage, the charity hired a Learning Disability Day Service to provide youth clubs and Saturday Clubs for children aged 8 – 19 years. We then found that parents and carers were asking for a wider range of activities, which was impossible to provide at the Day Centre as it was used during the day by Lancashire County Council.

The Project Director then began the mission to raise funding and to search for a suitable building, so that Action for ASD could have its own one stop shop Resource Centre with play facilities for the children but one which could also house services to support parents and carers too. By February 2007 this was accomplished and the charity moved into Kings Mill, Queen Street, Burnley, Lancashire. Since February 2007 the charity has gone from strength to strength and we now have a fully functioning Autism Resource Centre (ARC) in over 10,000 sq ft. space.

Action for ASD now provides Children's Services and Adult Services from the ARC and is funded by East Lancashire NHS, Blackburn with Darwen NHS, Lancashire County Council, Children in Need and Three Guineas.

The facilities Action for ASD now have at the Autism Resource Centre are ; Offices, Resource Library, Games Console Zone, Soft Play structure, Bouncy Castle, Toddler Area, Subbuteo Table, Air Hockey, Table Tennis, Snooker/Pool, Kitchen and Tuck Shop, Café area, Sensory Room, Music Room, Arts and Crafts, Cinema Facilities, Internet Café, Water and Sand Play, Parents Meeting Place and many other resources for the children and adults to access at the play sessions.

Action for ASD

Trustees' Report

Public Benefit

The trustees confirm that we have paid due regard to the Charity Commission guidance on public benefit reporting in deciding what activities the charity should undertake.

The remainder of this Annual Report explains the charity's work during the year and how it has been carried out for the public benefit.

OBJECTIVES AND ACTIVITIES

Mission Statement

Action for ASD exists to make a difference to the lives of those with Autism Spectrum Disorders in East Lancashire and to support their families and carers.

The Charity's objectives

- a) To relieve those persons who are diagnosed with autistic spectrum disorders by the provision of support, advice, information and assistance to those individuals with autistic spectrum disorders, their families and carers and associated professionals.
- b) To increase public awareness regarding the difficulties and circumstances of people with autistic spectrum disorders and their families and carers and to encourage acceptance within the community.

What does Action for ASD do?

The Autism Resource Centre is the only specialist provision in the East Lancashire area offering support services, respite and leisure and recreational opportunities for children, young people and adults with an Autistic Spectrum Disorder (ASD).

Action for ASD has been successful in developing a number of different services and projects and can offer a comprehensive support framework from pre diagnosis and beyond for both children and adults. The group has a strong membership from individuals with a diagnosis of ASD, their families, carers and members of the professional network in the East Lancashire and Blackburn with Darwen area (Adults services).

With the right support people with Autism can live meaningful and productive lives. Action for ASD strives to provide such support. The services we provide are:

Children's Services

- ☐ **IMPACT Project** – A social and leisure project for young people aged 4 – 19 years. The project also offers advice and support to young people, families and professionals. Fun and Play Sessions are held throughout the week and all day on a Saturday during term time. These sessions offer children a chance to play and meet other young people whilst giving their parents a well-deserved break.
- ☐ **Family Play Sessions** – An opportunity for family members to relax and meet other families in a safe ASD environment.
- ☐ **Summer and Holiday Activity Programme** for children and young people of all ages (4-19 years) with a diagnosis of ASD. Activity sessions are held every day during school holidays and we provide a wide range of fun, age appropriate activities in a structured programme throughout the week.
- ☐ **Guidance and specialist advice** on Autism and related fields.
- ☐ **Conferences and training seminars**, offering parents, individuals and professionals an opportunity to learn about Autistic Spectrum Conditions and related topics.
- ☐ **Quarterly Newsletter** containing local and national information relating to ASD.

Action for ASD

Trustees' Report

- ☐ **A Resource Library** including up to date and relevant books, DVD's and publications.
- ☐ **Social events and outings.**
- ☐ **Adult Support Group** – This is a support group which meets every weeks and is a group for adults with a diagnosis of Asperger Syndrome.
- ☐ **Adult Services** – One to one Low level Support, Drop In, Social Events, Pre Diagnosis Screening.
- ☐ **Counselling** – Post Diagnosis and Specialist Counselling Service.
- ☐ **Adult Education** – Working in Partnership with Burnley College the Adult Service can provide accredited courses for adults in East Lancashire.

Adult Services

- **Pre Diagnosis Screening and Assessment and Diagnostic Service**
- **Drop In Sessions** – A drop in session for adult with Asperger Syndrome to meet friends and socialise.

ACHIEVEMENTS AND PERFORMANCE

Children's Services

Short Breaks for Children and Young People

Due to circumstances out of our control the funding from Lancashire Break Time was not in place from the start of the year (April 2013), funding was provided sporadically over the year but this meant over the course of the year there were some gaps in the full provision previously provided.

Through slightly increasing charges and reducing the number of sessions at times Action for ASD were able to continue to provide play sessions throughout the year as much as possible with budgetary constraints, using small amounts of funding from other sources. We were however fortunate to be given full funding for the summer holidays from LBT and full funding was re-established for weekdays and weekends in November 2013 for weekdays, weekends and holidays up to March 2014. Over the year Action for ASD provided 211 Short Breaks sessions over the year for 110 children with an Autistic Spectrum Condition.

Holiday Programme

For the fourth year running we were fortunate enough to receive funding for all the school holidays for children aged 4 – 18 years throughout the year. This included all half terms, Easter and the 6 week summer holidays. A fun programme of activity days was offered and included , Robin Wood Activity Centre, Wacky Science Workshops, Dinosaurs, Art and Crafts, Construction Club, Arts and Crafts, Pottery, Cookery Club, alongside all the other activities offered at sessions on a regular basis. Over the course of the year the Holiday Programme provided short breaks for 61 children over 51 full days of Holiday provision.

Transition Group

The Transition Group is held every Thursday night and has a group of 10 regular members whose ages range from 16-25 years. The young people who attend the transition group enjoy playing pool, table tennis, air hockey and games consoles. The transition group works well in introducing young adults to the adult service. It is a safe and comfortable environment for them to talk about college, university, exams and what happens next during the journey into adult services.

Common discussion themes during the group have been shaving, personal hygiene, bullying, conversation skills and how to stay safe on the internet.

Action for ASD Trustees' Report

Parents' Services

Parent Support Group

The parent support groups are held the first Thursday of the month. This is a great opportunity for parents and carers to come together for refreshments, to support each other, make friends and share information and advice. During the year we have had various speakers who have attended the sessions to help parents on a variety of topics. These are popular sessions and we hope to continue with these in the new financial year.

Family Sessions

On a Monday evening Children's Services have held our Family sessions for children with Autism and their siblings. These sessions are funded by Children In Need. These sessions have allowed parents and carers the opportunity to socialize, share experiences and information with each other. These have been well attended by 53 families during the 40 sessions during the year.

These sessions are fully staffed and parents can bring along their children with autism and their brothers and sisters, who will all be looked after by trained knowledgeable staff in a safe environment. Parents have the choice to leave their children and have a break from caring or they can use our café area to socialise and meet other parents and carers who can share life experiences and provide mutual support.

Parent Support

The Children's Services Manager continued to provide emotional and practical support to parents. Many parents need support on various subjects such as diagnosis, challenging behaviour, school issues and they can access this support either at sessions or on a one to one basis at the Autism Resource Centre. There is always a huge demand for this service and Action for ASD will need to secure more funding in order to provide a more comprehensive and resourced service for the increasing numbers of parents who want to access this service.

Girls Group

In the last 12 months Action for ASD has developed its girls group; the group has been running monthly during one of our Senior Impact Clubs. There are now 12 members of our girls group aged 8-18 years that attend the session regularly.

The group has been based around craft activities and socialising. The girls have enjoyed a variety of activities supervised by sessional play workers. The activities have included gardening and looking at different plants, this has also included decorating their own plant pots. The girls have taken part in themed and seasonal activities i.e. making Easter nests, Christmas decorations and mother's day gifts. There are 2 support workers who work with the children and we also have a number of parent volunteers who will stay and help the children when they need support.

There has been an increase in the girl's confidence and their social skills have improved over the first 6 months of attending. This has been shown by the growing membership and the amount of girls who now take part in the group without needing extra support.

Action for ASD Support Groups

The Action for ASD support group is held on the first Thursday of every month. This group is open to parents to come and talk to other parents who have gone through similar experiences. The group is also an ideal place for new members to meet more long standing members of the children's service.

Over the last 12 months we have run 10 support groups and overall 30 parents and carers have attended. The support group is also useful to consult with parents and carers about the services we provide.

The support group can also be accessed by professionals who attend to provide the parents with an overview of their services. This year the support group has been attended by speech and language therapists, nurses from the paediatric learning disability team, SENCO's and teaching assistants from local schools.

Action for ASD Trustees' Report

Action for ASD Training

'Getting the best out of a meeting' training was held at Action for ASD on Mon, 3rd Feb 2014 from 5.30- 7.30. This training attended by 15 parents and carers during the family session and was funded by the Parent Participation Grant. Feedback from this event was very positive and we hope to run another training session in the future.

Lyndsey Birtwistle, who is a speech and language therapist from 'Bright Sparks', attended the family session on Monday 2nd December 2013. She delivered a presentation to parents about speech and language difficulties in children; this was attended by 6 members.

Evelyn Ashford visited the centre on Thursday 27th June 2013, to give the support group a brief presentation about the statementing process and her organisation Educational Equality. 6 parents attended the workshop and found it very useful.

Adult Services

Adult Project

2013/2014 has been the second year of the adult project and this year has seen the project grow from strength to strength. The Adult Project is funded by East Lancashire PCT and Blackburn with Darwen and is a follow on project from the Research Project which came to an end in 2011.

The project is focused on adults with Asperger Syndrome/High Functioning Autism aged 16 years and above who live in the East Lancashire area and Blackburn with Darwen. The Adult Project offers a range of support for adults from one to one low level support on daily living skills to adult social groups, social events and drop in sessions.

The Project in its second year has had contact with over 260 adults who have accessed the project in some way whether this be through telephone support, one to one meetings, social events, information and advice or signposting to relevant agencies. In September 2013 Action for ASD were successful with a proposal to East Lancashire NHS and Blackburn with Darwen in winning further funding to develop the Adult Project. This increase in funding enabled the project to employ one full time and two part time outreach workers in addition to the Adult Services Manager to work with adults in the community.

The increase in funding has also enabled Action for ASD to provide a new contract for a specialist counselling service to work with adults post diagnosis and counselling for adults previously diagnosed who have not found generic counselling successful and require a specialist counselling service.

As well as providing funding for the outreach work and counselling the 2nd year of funding has included funding for the Diagnosis and Screening Assessor who is employed by Action for ASD to provide screening for GP's which helps to indicate whether clients require further full assessment for their diagnosis.

Adult Social Groups/ Drop In

The Adult Social Group Drop In sessions for adults who have a diagnosis of Asperger Syndrome/High Functioning Autism are held every Tuesday evening from 6 – 8pm. Over the 2013/14 there have been 49 Tuesday night sessions with 131 people accessing the sessions.

Action for ASD

Trustees' Report

This session provides a safe environment where people can learn social and communication skills without judgment but with support and guidance. The level of interaction which takes place during this session is entirely up to the individual as the room is divided into Zones. The outer part of the room is used by individuals who prefer to remain alone or watch without interruption. No one will approach them while they are in this zone. The seated area/sofas are usually occupied by individuals with support or who are prepared to communicate at a low level. The tables provide an opportunity for individuals to interact at a more increased level but who feel more comfortable doing this whilst focused on an activity of some sort. The centre of the room is usually used for the more confident and proactive members or for individuals who feel they are able to communicate more easily. Individuals can move through the different zones according to how they are feeling and whether or not they are able to communicate at that time. Activities during this session can include, table top football, pool, tabletop air hockey, painting, card making, board games, console games and card games.

Action for ASD also holds a Thursday afternoon Drop In session for people who cannot attend on Tuesday evening. These sessions proved so popular that they are also being held every week. There have been 44 different sessions and 59 people have attended these sessions over the year.

Often during holiday periods activities are arranged away from the ARC and can include, trips to stately homes, visiting the Queen Street Mill, canal boat trips, cinema trips, bowling, museum visits.

Pre Diagnosis Screening

In February 2013 East Lancashire PCT commissioned Action for ASD to provide the diagnostic pathway for adults with Asperger Syndrome as part of the adult service. This service provides the following; the preliminary stage of the diagnostic pathway where adults are supported to complete the AAA self-diagnostic tool which will help them determine whether they need to move on for a full diagnostic assessment. If the person reaches the criteria for referral for a further assessment they will then be provided with a diagnosis assessment by BTSS. Over the year there were 115 referrals for the screening process. Around the screening Action for ASD is also in a position to offer counselling sessions to help adults on the diagnostic pathway and to support them after diagnosis.

East Lancashire PCT Training

As part of the research programme the results of the Training Analysis for PCT staff in the East Lancashire area indicated their staff had little experience and training in Autism. This highlighted the need for basic awareness training in Autism for professionals working with this client group in mental health teams across East Lancashire.

We provided a training day at the ACE Centre in Nelson for East Lancashire PCT professionals. This training day was facilitated by Chris Barson from Positive about Autism. The feedback from these was excellent and we hope to be able to offer more training over the next year.

Consultation with Service Users

Young People's Panel

This panel meets on a regular basis to allow young members the voice to help steer the charity in its goals, achievements and future projects. It also helps the children and young people to develop their social skills and learn the skills of being in a committee and having roles within the group.

Action for ASD

Trustees' Report

Parent Consultation Meetings

These meetings have been held twice over the year. The meetings are a forum for parents to come to the project and share their views and opinions on the service and the projects we offer. It helps us to shape services to meet the needs of the family and to ensure we are aware of what we are doing right, what we need to change and how we can improve all the services. This year Action for ASD decided to hold one consultation meeting in September 2013 and to get more parents' and carers' views a questionnaire was distributed in March 2014. The questionnaire was sent to all members of the charity to enable Action for ASD to gain a more in-depth analysis of members' views. This helped us to gain information from parents and carers of what they feel the charity is doing well, if there are any services or support that could be improved and how we can move forward and develop our services to meet the needs of their children and families.

Financial Review

Fundraising

Our respite funding for families in the form of the Lancashire County Council's (LCC) Lancashire Break Time (£93,211 received from LCC and parental contributions) was only allocated to us for portions of the year, which put a major strain on the provision of our Children's Services. In periods when this funding was unavailable, we had to reduce the length and number of our sessions, as well as charging higher fees. Our Children in Need project (income of £29,253) was therefore essential in keeping these services going throughout the year.

The extension of our role with adults with autism from the East Lancashire NHS Clinical Commissioning Group (CCG) is documented elsewhere in this report. The income from this project was £114,465.

The Three Guineas Trust, who have supported us for many years in the form of funding a vital administrative post, again provided us with income of £15,000, and Burnley Borough Council funded us with £1,000 at the end of the year to provide training for the parents of autistic children.

Donations of £1,652 were received, for which we are extremely grateful. Our particular thanks for donations given by Ellesmere Lodge, Line Mark, the Colne Darts League and the Nelson Ladies Darts Team.

We are also appreciative of two substantial fundraising efforts, namely Kirsty Lavin's sponsored swim (£338) and Leighton Cragg (£305).

Resources expended

2013/14 resources expended of £280,628 showed a decrease of £34,737 compared with the previous year, when expenditure had been £315,365. The reasons for this are as follows:

- 1) During 2012/13 we acquired our second unit at the ARC. This enabled projects that had previously been put on hold to be completed and there had been a good deal of refurbishment (£20,832) and purchasing of equipment (£16,428). This work had been completed in 2012/13;
- 2) Funding for (mainly children's) resources and activities was massively reduced from £29,324 to £2,664. This was due to the tight constraints to which our Children's services were subjected due to the lack of availability of funding for the full year.
- 3) Conference costs reduced from £9,375 to £1,257, as the training programme for NHS staff was substantially completed in 2012/13.

These decreases are partially offset by staff costs being significantly higher (an increase of £28,475).

This is almost entirely due to the expansion of the Adult Project, as various new members of staff joined the Adult team throughout the year.

Action for ASD Trustees' Report

Balances on some smaller, longer standing funds such as the Co-operative Community Foundation Fund were also spent during 2013/2014, contributing to overall net outgoing resources of £17,585.

Reserves policy

At the close of the year the reserves of the charity were as follows:

- 1) Unrestricted £32,849 (2012/13 £31,704)
- 2) Designated £44,412 (2012/13 £41,819)
- 3) Restricted £65,622 (2012/13 £86,945)

Major items of core expenditure are mainly funded by contributions in project grants. However the trustees recognise that an unrestricted reserve is required should this no longer be the case. The trustees' aim is for up to three months' expenditure to be held in reserve. Reserves held are within this parameter.

Designated funds are held in reserve for the continuation of our Adults' (£17,121) and Children's (£27,291) activities in the event of funding for these activities no longer being received. Net expenditure of £1,834 was spent from the Children's Reserve in 2013/14 on unfunded Children's services' staffing.

The major part of the 2013/14 balance relates to the ongoing Adult Project funded by the East Lancashire NHS CCG (£48,222).

Summary

Income for the year comprised grants totalling £257,482 (2012/13 £252,625) to fund specific projects and a further £5,561 (2012/13 £5,017) from smaller donations, membership fees and other fundraising activity.

Expenditure for the year totalled £280,628 (2012/13 £315,365). Net outgoing resources were £17,585 (2012/13 £57,723).

FUTURE PLANS FOR 2014/2015

Children's Activities

The main focus for Children's services is to secure funding from Lancashire Break Time for the full year. There is a review of all the LBT funding for 2014/2015 so we will be applying to Lancashire County Council and other funders to secure this funding for the next year. Securing funding for the full year enables the Children's Services Manager to develop and plan services over the year in terms of sessions planned and staffing.

When funding is secured it is intended that Children's Services will continue with the same activities and sessions that have taken place this year. These sessions will continue to provide support and activities during the week, weekends and holidays. Family sessions will still continue on a Monday evening but this will be dependent on funding as Children In Need funding ceases in December 2014.

The new Girls Group has been found to be very popular and we would like this to continue into the next year. We will try and secure funding for this as a separate project so we can grow this into a more regular session and hold them at the ARC on alternate weeks.

The Project Director will endeavour to secure funding for a Family Support Worker. Through evaluation and experience Action for ASD knows that parents and carers require increased support and advice pre and post diagnosis and we are increasingly being asked to provide more in-depth support. The Family Support Worker would also provide training to parents on ASD and related issues.

Training for parents is a further aim for this year. Burnley Council has provided part funding to provide a series of workshops and training days for parents and carers. The Project Director will source further funding

Action for ASD Trustees' Report

The Support Group for Parents will continue to meet once a month and the Children's Service Manager will ensure a variety of speakers and professionals will attend to enable the parents and carers to improve their knowledge and experience.

Adult Project

The Adult Services will continue to develop in 2014/2015 as East Lancashire NHS and Blackburn with Darwen NHS have funded a further year for the adult services to develop. The service will continue much the same as 2013/2014 but will build on the first year of the project.

New developments for the project will be;

A new Monday Life Skills Course. These workshops will provide a selection of activities over short periods of time to include – budgeting, cooking, shopping, food preparation, hygiene, dietary needs, communication skills, street safety, Getting into work - completing a CV, completing a job application, interview preparation, dressing appropriately.

On a Thursday morning Adult Services will run a College Drop In with Accrington & Rossendale College and/or Burnley College. It is hoped that service users will attend short basic skills course at the ARC as many find attending traditional colleges overwhelming and therefore do not access any higher or further education.

The Pre Diagnosis Screening and Diagnosis and Assessment Service will continue for 2014/2015. It is estimated a further 100 people will be referred to Action for ASD for Diagnostic Services over the year.

The Adult Services are also planning to arrange a short holiday in 2014 for adult service users. This is one of the requests that we have found through our service evaluations in Adult Services.

Training for Staff

As part of the training for staff this year we will be offering the following training for staff;

NAPPI (Non-physical intervention training), Food Hygiene, Child Protection and Safeguarding, Autism Awareness, Epilepsy, Challenging Behaviour and all legal Health and Safety Training .

There will be other training offered over the year as and when required but we intend all of our staff to have at least a minimum level of training.

NVQ

Action for ASD will continue to support members of staff through the NVQ process and we hope all senior managers will complete the NVQ Level 5 training in either adults' or children's social care.

We will endeavour to train all contracted staff in level 2 or 3 dependent on their responsibilities and job role.

Consultation with Service Users

Young Peoples Panel

This Panel will continue to meet once a month and it will be a forum for the young people to come together and give their views and opinions on the services we provide but also to help shape the future of children's services. This forum will also be an opportunity for young people to practise their social and communication skills and improve their confidence and self-esteem.

Parent Consultation Meetings

These meetings will be held twice a year to gather parents together to find out what works, what does not work and what improvements can be made. It also helps to give us views on what the parents need now and in the future and gives us the basis to form our development plans and how the project will grow to meet all the families' needs.

Action for ASD Trustees' Report

We will continue to use Facebook and other social networks to connect with families to impart information and to gather ideas and views from parents.

Family Events

Over the Christmas Period we will organise the Manchester Pantomime Trip and annual Christmas Celebrations.

Fundraising

The Project Director will continue to complete funding applications to a number of organisations and trusts to ensure the continued development of Action for ASD and to develop new projects in line with our Business Plan.

We will be applying for funding from Lancashire County Council from the Lancashire Break Time funding to continue to provide the children and young people's sessions through term time and in the school holidays.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on 11 June 2014 and signed on its behalf by:



.....
David Preston
Trustee

Action for ASD

Trustees' Responsibilities in relation to the Financial Statements

The trustees (who are also directors of Action for ASD for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner's Report to the Trustees of Action for ASD

I report on the accounts of the company for the year ended 31 March 2014, which are set out on pages 15 to 24.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) 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 Association of Charity Independent Examiners.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.


.....
M R Heaton FCCA FCIE

11 June 2014

Independent Examiner
4-6 Grimshaw Street
Burnley
Lancashire
BB11 2AZ

Action for ASD

Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 31 March 2014

		Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
	Note	£	£	£	£
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	2,822	252,929	255,751	255,417
Investment income	4	619	-	619	1,596
Other incoming resources	5	6,673	-	6,673	629
Total incoming resources		<u>10,114</u>	<u>252,929</u>	<u>263,043</u>	<u>257,642</u>
Resources expended					
Charitable activities	6	9,912	269,156	279,068	313,005
Governance costs	6	-	1,560	1,560	2,360
Total resources expended		<u>9,912</u>	<u>270,716</u>	<u>280,628</u>	<u>315,365</u>
Net expenditure before transfers		202	(17,787)	(17,585)	(57,723)
Transfers					
Gross transfers between funds		<u>3,536</u>	<u>(3,536)</u>	-	-
Net movements in funds		3,738	(21,323)	(17,585)	(57,723)
Reconciliation of funds					
Total funds brought forward		73,523	86,945	160,468	218,191
Total funds carried forward		<u>77,261</u>	<u>65,622</u>	<u>142,883</u>	<u>160,468</u>

The notes on pages 17 to 24 form an integral part of these financial statements.

Action for ASD (Registration number: 04243981)

Balance Sheet as at 31 March 2014

		2014		2013	
	Note	£	£	£	£
Current assets					
Debtors	11	13,746		22,315	
Investments	12	114,202		93,583	
Cash at bank and in hand		<u>38,227</u>		<u>66,115</u>	
			166,175		182,013
Creditors: Amounts falling due within one year	13		<u>(23,292)</u>		<u>(21,545)</u>
Net current assets			<u>142,883</u>		<u>160,468</u>
Net assets			<u>142,883</u>		<u>160,468</u>
The funds of the charity:					
Restricted funds in surplus			65,622		86,946
Unrestricted funds					
Unrestricted income funds			<u>77,261</u>		<u>73,522</u>
Total charity funds			<u>142,883</u>		<u>160,468</u>

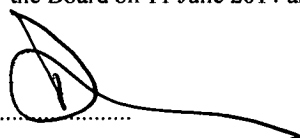
For the financial year ended 31 March 2014, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on 11 June 2014 and signed on its behalf by:



 David Preston
 Trustee

The notes on pages 17 to 24 form an integral part of these financial statements.

Action for ASD

Notes to the Financial Statements for the Year Ended 31 March 2014

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006.

Fund accounting policy

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

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Further details of each fund are disclosed in note 18.

Incoming resources

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services 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

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Fixed assets

From 1 April 2011 all items of a capital nature are written off as equipment in the year of purchase.

Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

Action for ASD

Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Donations and legacies				
Donations, subscriptions and similar income	2,822	-	2,822	2,792
Grants				
Grants receivable	-	252,929	252,929	252,625
	<u>2,822</u>	<u>252,929</u>	<u>255,751</u>	<u>255,417</u>

3 Grants receivable

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Three Guineas Trust	-	15,000	15,000	15,000
NHS East Lancashire CCG - Adult Project	-	114,465	114,465	54,200
Children in Need	-	29,253	29,253	20,421
LCC Lancashire Break Time	-	93,211	93,211	148,104
Local Initiative Fund - Family Project	-	-	-	14,900
Burnley Borough Council: Seminars	-	1,000	1,000	-
	<u>-</u>	<u>252,929</u>	<u>252,929</u>	<u>252,625</u>

4 Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Interest on cash deposits	<u>619</u>	<u>-</u>	<u>619</u>	<u>1,596</u>

Action for ASD

Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

5 Other incoming resources

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Other income				
Social events/fundraising income	1,400	-	1,400	549
Conference income	720	-	720	80
Fees for unfunded Children's Sessions	4,553	-	4,553	-
	<u>6,673</u>	<u>-</u>	<u>6,673</u>	<u>629</u>

6 Total resources expended

	Support for people affected by ASD £	Governance £	Total £
Direct costs			
Rent	26,271	-	26,271
Light, heat and power	17,439	-	17,439
Insurance & service charge	2,209	-	2,209
Repairs and maintenance	5,623	-	5,623
Equipment & furniture	5,074	-	5,074
Telephone, postage and stationery	5,449	-	5,449
Counselling and supervision	2,500	-	2,500
Consultancy	1,076	-	1,076
Subscriptions and licenses	85	-	85
Staff training costs	2,236	-	2,236
Training for parents	100	-	100
Sundry expenses	190	-	190
Resources and activities	2,664	-	2,664
Travel and accommodation	2,733	-	2,733
Social events	761	-	761
Conference expenses	1,257	-	1,257
Marketing and publicity expenses	1,347	-	1,347
Accountancy fees	-	1,560	1,560
Legal and professional fees	2,376	-	2,376
Wages and salaries	185,611	-	185,611
Staff NIC (Employers)	11,581	-	11,581
Staff pensions	2,486	-	2,486
	<u>279,068</u>	<u>1,560</u>	<u>280,628</u>

Action for ASD

Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

7 Trustees' remuneration and expenses

No trustees received any remuneration or expenses during the year.

8 Employees' remuneration

The average number of persons employed by the charity (excluding trustees) during the year, analysed by category, was as follows:

	2014 No.	2013 No.
Administration	3	2
Project	11	10
	<u>14</u>	<u>12</u>

The aggregate payroll costs of these persons were as follows:

	2014 £	2013 £
Wages and salaries	185,611	160,466
Social security	11,581	10,737
Other pension costs	2,486	-
	<u>199,678</u>	<u>171,203</u>

9 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

Action for ASD

Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

10 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
As at 1 April 2013	40,437
Disposals	<u>(1,666)</u>
As at 31 March 2014	<u>38,771</u>
Depreciation	
As at 1 April 2013	40,437
Eliminated on disposals	<u>(1,666)</u>
As at 31 March 2014	<u>38,771</u>
Net book value	
As at 31 March 2014	<u><u>-</u></u>
As at 31 March 2013	<u><u>-</u></u>

11 Debtors

	2014 £	2013 £
Trade debtors	10,604	14,520
Prepayments and accrued income	<u>3,142</u>	<u>7,795</u>
	<u>13,746</u>	<u>22,315</u>

12 Current asset investments

	2014 £	2013 £
Cash deposits	<u>114,202</u>	<u>93,583</u>

All current asset investments were held in the UK.

Action for ASD

Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

13 Creditors: Amounts falling due within one year

	2014 £	2013 £
Accruals and deferred income	<u>23,292</u>	<u>21,545</u>

14 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

15 Operating lease commitments

As at 31 March 2014 the charity had annual commitments under non-cancellable operating leases as follows:

Operating leases which expire:

	Land and Buildings		Other	
	2014 £	2013 £	2014 £	2013 £
Within one year	-	-	-	1,000
Within two and five years	<u>25,000</u>	<u>25,000</u>	<u>1,000</u>	<u>-</u>
	<u>25,000</u>	<u>25,000</u>	<u>1,000</u>	<u>1,000</u>

16 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £2,486 (2013 - none).

There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

Action for ASD

Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

17 Related parties

Controlling entity

The charity is controlled by the trustees who are all directors of the company.

18 Analysis of funds

	At 1 April 2013	Incoming resources	Resources expended	Transfers	At 31 March 2014
	£	£	£	£	£
Designated Funds					
Reserve Fund for Children's Activities	26,225	4,553	(6,387)	2,900	27,291
Reserve Fund for Adult Activities	15,594	-	-	1,527	17,121
	<u>41,819</u>	<u>4,553</u>	<u>(6,387)</u>	<u>4,427</u>	<u>44,412</u>
General Funds					
General Funds	<u>31,704</u>	<u>5,561</u>	<u>(3,525)</u>	<u>(891)</u>	<u>32,849</u>
Restricted Funds					
Sundry restricted funds	1,527	-	-	(1,527)	-
Three Guineas Trust	3,313	15,000	(14,563)	-	3,750
NHS East Lancashire CCG - Adult Project	57,946	114,465	(124,189)	-	48,222
Co-op Community Foundation	10,267	-	(8,298)	(1,969)	-
Children in Need	7,609	29,253	(29,622)	-	7,240
LCC - Lancashire Break Time	5,827	93,211	(93,588)	(40)	5,410
Local Initiative Fund - Family Project	456	-	(456)	-	-
Burnley Borough Council: Seminars	-	1,000	-	-	1,000
	<u>86,945</u>	<u>252,929</u>	<u>(270,716)</u>	<u>(3,536)</u>	<u>65,622</u>
	<u>160,468</u>	<u>263,043</u>	<u>(280,628)</u>	<u>-</u>	<u>142,883</u>

Action for ASD

Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

19 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£	£
Tangible assets	-	-	-	-
Current assets	77,261	88,915	166,175	182,013
Creditors: Amounts falling due within one year	-	(23,293)	(23,292)	(21,545)
Net assets	<u>77,261</u>	<u>65,622</u>	<u>142,883</u>	<u>160,468</u>