

PARENTING SPECIAL CHILDREN
DIRECTORS' AND TRUSTEES' REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30TH NOVEMBER 2018

Company No. 07351094 (Registered in England and Wales)
Charity No. 1141172

PARENTING SPECIAL CHILDREN

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PARENTING SPECIAL CHILDREN

OFFICERS AND PROFESSIONAL ADVISERS

Directors and trustees

Mrs Mary Singleton-White	
Mrs Sarah Bamford	
Ms Jo Lavelle	resigned Feb 2018
Mrs Louise Nielson	resigned Nov 2018
Ms Sam Coombes	appointed Nov 2018
Elena King	

Company Secretary	Mrs Sarah Bamford
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Company number	07351094 (Registered in England and Wales)
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Charity number	1141172
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Registered Office	Arcade Glebe Road Reading RG2 7AG
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Bankers	HSBC 160 Crockhamwell Road Woodley Reading RG5 3JJ
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Independent Examiner	Patricia Fox FCCA
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PARENTING SPECIAL CHILDREN

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED

30TH NOVEMBER 2018

The trustees, who are also directors of the charity for the purpose of the Companies Act, present their annual report and the financial statements for the period ended 30th November 2018. The trustees have adopted the Provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 in preparing the annual report and financial statements of the charity.

The company was incorporated on 19th August 2010.
On 1st April 2011 the organisation also became a charity.

Objects of the Charity, Principal Activities and Organisation of our work

The charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The charity's objects are:

- 1) To relieve the needs of parents and families of children and young people with disabilities in Berkshire and the surrounding area through the provision of support, education and practical advice;
- 2) To advance the education of parents, families, professionals working with families and the wider community on the subject of the special needs of children, young people and adults with disabilities.

The board of trustees, who meet at least 10 times a year, are responsible for the administration of the charity.

Trustees are appointed by the existing board members and are drawn from interested members of the public.

The charity places much reliance on the services of unpaid volunteers. This includes the time provided by the trustees. There are 20 volunteers who donate their time to the charity on a regular basis.

Public Benefit

In setting its plans and priorities for areas of work, the trustees of Parenting Special Children have had regard to the guidance from the charity commission on public statement of benefit.

PARENTING SPECIAL CHILDREN

REPORT OF THE TRUSTEES (continued)

FOR THE YEAR ENDED

30TH NOVEMBER 2018

Directors and Trustees
All directors of the company are also trustees of the charity, and there are no other trustees. All of the trustees are named on page 1.

Trustees' Responsibilities in Relation to the Financial Statements
The directors are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.
The Companies Act 2006 requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of the company and of the profit and loss of the company for that period.

- In preparing those financial statements the directors are required to:
- (i) Select suitable accounting policies and then apply them consistently;
 - (ii) Make judgements and estimates that are reasonable and prudent;
 - (iii) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.


The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy any time the financial position of the company.
They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company exemption
This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

By order of the Board

Director/Secretary
Date: 1/5/2019

Name: SAMANTHA COOMBS

Signed: 

PARENTING SPECIAL CHILDREN

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED

30TH NOVEMBER 2018

	Notes	<u>Unrestricted Funds</u> 2018	<u>Restricted Funds</u> 2018	<u>Total Funds</u> 2018	<u>Total Funds</u> 2017
Incoming resources					
Grants received	2/3	0	167,901	167,901	142,762
Other income	4/5	6,485	4,249	10,734	9,422
Donations & Fundraising	6	15,732	0	15,732	6,717
Investment income		0	0	0	0
Total incoming resources		22,216	172,150	194,366	158,901
Resources expended					
<u>Direct charitable expenditure</u>					
Salaries		3,109	101,794	104,903	95,865
Pension contributions		4	1,649	1,652	226
Room hire		1,076	9,240	10,316	9,748
Refreshments		1,234	810	2,044	2,349
Insurance		0	852	852	874
Course handbooks		229	557	786	653
Conference - refunds to attendees		0	0	0	540
Volunteers expenses		80	800	880	104
Training		1,976	3,972	5,949	4,989
DBS checks		0	40	40	528
Computer		0	0	0	1,964
Fundraising		0	0	0	980
Travel expenses		372	5,163	5,535	4,208
		8,080	124,877	132,957	123,028
<u>Governance costs</u>					
Office rent		0	9,732	9,732	9,732
Telephone		36	1,178	1,214	1,070
Web/Internet		116	3,533	3,649	4,902
Stationery		567	3,056	3,622	1,975
Postage		16	74	90	95
Resources		532	346	878	1,184
Publicity		48	840	888	1,509
HR Department		0	2,064	2,064	1,853
Independent Examiners Fee		240	0	240	440
Accountancy Fee		63	0	63	0
Payroll Bureau		0	506	506	487
Bookkeeping and Admin		420	21,453	21,873	11,834
Volunteer and staff appreciation		891	33	924	641
Bid writing and fundraising		0	156	156	2,393
Sundry		0	149	149	89
		2,929	43,120	46,050	38,205
Total resources expended		11,009	167,997	179,006	161,233
Net incoming resources for the year		11,207	4,152	15,360	(2,332)
Balance brought forward		(3,562)	35,881	32,319	34,651
Balance carried forward		7,645	40,033	47,679	32,319

The notes on pages 6 to 8 form part of these financial statements.

PARENTING SPECIAL CHILDREN

BALANCE SHEET

AS AT 30TH NOVEMBER 2018

	Notes	2018 £	2017 £
Current Assets			
Debtors			
Cash at bank and in hand		67,170	32,759
		<u>67,170</u>	<u>32,759</u>
Creditors: amounts falling due within one year	7	<u>(19,492)</u>	<u>(440)</u>
Net current assets		47,678	32,319
Net assets		<u>47,678</u>	<u>32,319</u>
Capital Funds			
Unrestricted Funds		7,645	(3,562)
Restricted Funds		40,033	35,881
Total funds		<u>47,678</u>	<u>32,319</u>

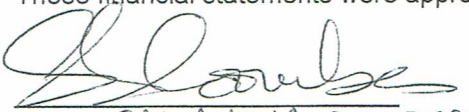
Approval

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility 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.

These financial statements were approved by the directors on 1/5/2019 and signed by:


Name: SAMANTHA COOMBES
Company Director

The notes on pages 6 to 8 form part of these financial statements.

PARENTING SPECIAL CHILDREN

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30TH NOVEMBER 2018

1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

a Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005).

The accounts have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards and the Companies Act 1985.

b Fund accounting

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

c Incoming resources

Voluntary income, donations and grants are accounted for on an accruals basis.

d Resources expended

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

Direct 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 include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiner's fee and costs linked to the strategic management of the charity.

	2018 £	2017 £
2 Grants received - unrestricted funds	0	0
	<hr/>	<hr/>
	0	0
3 Grants received - restricted funds		
Big Lottery	39,634	49,092
Globals Make Some Noise	31,617	0
NHS East Berkshire CCG	39,986	26,493
West Berkshire Council	3,200	29,840
NHS Berkshire West CCG	19,990	12,720
Springboard	5,000	6,500
The Good Exchange	13,814	2,437
Tesco Bags of help	6,000	0
Reading Borough Council		5,156
West Berkshire Parenting		4,500
True Colours		4,500
Healthwatch Wokingham - Recognising Fathers		850
Wokingham Borough Council		450
ASD Girls workshop		225
Children In Need	8,659	0
	<hr/>	<hr/>
	167,901	142,762
	<hr/>	<hr/>

PARENTING SPECIAL CHILDREN

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30TH NOVEMBER 2018

	2018	2017
	£	£
4 Other Income - unrestricted		
Courses and workshops	5,477	3,634
Reading Families Forum	396	1,411
Gift Aid	612	143
West Berkshire - room hire refund	0	141
	<hr/>	<hr/>
	<u>6,485</u>	<u>5,328</u>
5 Other Income - restricted		
Courses and workshops	4,249	868
LAAC Conference (BL funded)	0	3,226
	<hr/>	<hr/>
	<u>4,249</u>	<u>4,094</u>
6 Donations & Fundraising		
Cash donations	9,015	1,720
Ball	2,357	2,653
Woodroffe Benton Foundation	750	
Shinfield Baptist Church	658	
CAF Donations	550	25
AMMCO Trust	500	
Disco	500	
Winkfield Parish Council	350	0
Waitrose	338	0
Local Giving	295	385
Other donations	172	0
Aviva community Fund	100	
Crowthorne Parish Council	100	
Giving Machine	48	33
Rent A Car Foundation		1,000
Theatre Train		415
Brookside Carols		203
Bottomline Technologies		155
Anglia Giving Ltd		50
St Laurence Church donation		49
Pangbourne Primary School		30
	<hr/>	<hr/>
	<u>15,732</u>	<u>6,717</u>

PARENTING SPECIAL CHILDREN

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED

30TH NOVEMBER 2018

2018	2017
£	£

7 Creditors: amounts falling due within one year

Prepaid income	19,052	0
Independent Examiners Fee	440	440
	<u>19,492</u>	<u>440</u>

8 Surplus for the year

This is stated after charging:

Depreciation of tangible fixed assets owned by the charity	<u>0</u>	<u>0</u>
Independent Examiner's Fees	<u>440</u>	<u>440</u>

9 Trustees' expenses

No expenses were paid to any Trustees during the year, except to re-imburse them for purchases or out of pocket expenses made on behalf of the charitable company.

10 Unrestricted funds

All unrestricted funds held are unrestricted and available to be applied in furtherance of Parenting Special Children's charitable objectives at the discretion of the Trustees.

11 Reserves Policy

The trustees have reviewed the charity's needs for reserves, in line with the guidance issued by the Charity Commission, and have set aside or designated £42,000 to safeguard the charity's service commitment in the event of delays in receipt of grants or accrued legacies. This approximates to 3 months running costs. The Trustees believe that reserves should be at least at this level to ensure the charity can run efficiently and meet the needs of the beneficiaries.
The reserves figure for the year ending 30/11/17 was £30k.

Report to the trustees of Parenting Special Children

I report on the accounts of the charitable company for the period ended 30th November 2018.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) 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 (the 1993 Act) and that an independent examination is needed.

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 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 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 Charities have not been met; or

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

Patricia Fox FCCA
The Old Estate Office
Farleigh Lane
Farleigh Wallop
RG25 2HR

Date 15/5/19

Signed 