

PARENTING SPECIAL CHILDREN
DIRECTORS' AND TRUSTEES' REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30TH NOVEMBER 2019

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 Sam Coombes
Elena King
Sarah Croxford appointed February 2019

Company Secretary Mrs Sarah Bamford

Company number 07351094 (Registered in England and Wales)

Charity number 1141172

Registered Office Arcade
Glebe Road
Reading
RG2 7AG

Bankers HSBC
160 Crockhamwell Road
Woodley
Reading
RG5 3JJ

Independent Examiner Patricia Fox FCCA

PARENTING SPECIAL CHILDREN

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED

30TH NOVEMBER 2019

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30th November 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102 - effective 1st January 2015).

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 2019

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: 3/4/2020

Name: S. COOPER

Signed: [Signature]

PARENTING SPECIAL CHILDREN

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED

30TH NOVEMBER 2019

		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	Notes	2019	2019	2019	2018
Incoming resources					
Grants received	2/3	0	197,155	197,155	167,901
Other income	4/5	23,339	15,794	39,133	10,122
Donations & Fundraising	6	26,867	0	26,867	15,732
Gift Aid		1,203	625	1,828	612
Investment income		0	0	0	0
Total incoming resources		51,409	213,574	264,983	194,366
Resources expended					
<u>Direct charitable expenditure</u>					
Salaries		1,188	121,088	122,276	104,903
Pension contributions		0	3,571	3,571	1,652
Room hire		1,619	11,957	13,576	10,316
Refreshments		2,385	2,333	4,719	2,044
Insurance		0	1,156	1,156	852
Course resources		63	708	771	1,664
Volunteers expenses		0	1,442	1,442	880
Training		1,997	1,253	3,250	5,949
DBS checks		0	242	242	40
Travel expenses		292	5,945	6,237	5,535
		7,544	149,696	157,240	133,835
<u>Governance costs</u>					
Office rent		367	15,966	16,332	9,732
Telephone		0	1,605	1,605	1,214
IT/Computer costs		200	4,115	4,315	3,649
Stationery		158	1,665	1,822	3,622
Photocopying/printing		726	371	1,097	0
Postage		49	160	209	90
Publicity		316	373	689	888
HR Department		492	1,482	1,974	2,064
Independent Examiners Fee		400	0	400	240
Accountancy Fee		63	0	63	63
Payroll Bureau		0	751	751	506
Bookkeeping and Admin		568	25,979	26,548	21,873
Volunteer and staff appreciation		385	139	524	924
Fundraising		3,059	0	3,059	156
Sundry		207	50	257	149
		6,989	52,655	59,644	45,171
Total resources expended		14,533	202,352	216,885	179,006
Net incoming resources for the year		36,876	11,222	48,098	15,360
Balance brought forward		7,645	40,033	47,679	32,319
Transfer between funds		(15,000)	15,000	0	0
Balance carried forward		29,522	66,255	95,777	47,679

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

PARENTING SPECIAL CHILDREN

BALANCE SHEET

AS AT 30TH NOVEMBER 2019

	Notes	2019 £	2018 £
Current Assets			
Debtors			
Cash at bank and in hand		96,216	67,170
		<u>96,216</u>	<u>67,170</u>
Creditors: amounts falling due within one year	7	<u>(440)</u>	<u>(19,492)</u>
Net current assets		95,776	47,678
Net assets		<u>95,776</u>	<u>47,678</u>
Capital Funds			
Unrestricted Funds		29,522	7,645
Restricted Funds		66,255	40,033
Total funds		<u>95,776</u>	<u>47,678</u>

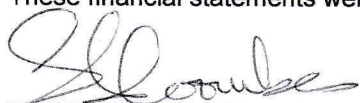
Approval

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 3/4/2020 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 2019

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 historic cost convention and in accordance with the Charities SORP (FRS102) Accounting and Reporting of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) and the Companies Act 2006.

b Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
The Trustees are named on page1.

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.

	2019 £	2018 £
2 Grants received - unrestricted funds	0	0
	<u>0</u>	<u>0</u>
3 Grants received - restricted funds		
Big Lottery	19,052	39,634
Global's Make Some Noise	39,683	31,617
NHS Berkshire East CCG	29,990	39,986
West Berkshire Council	8,000	3,200
NHS Berkshire West CCG	19,990	19,990
Springboard	0	5,000
The Good Exchange	20,641	13,814
Tesco Bags of help	1,000	6,000
Peoples Health Trust - Support Groups	22,952	0
Brighter Futures - Troubled Families Programme	3,250	0
Healthwatch Wokingham	487	0
Local Giving - Magic Little Grant	500	0
MCKS Charitable Foundation	2,500	0
Berkshire Community Foundation	18,415	0
Earley Charity	1,890	0
Children In Need	8,806	8,659
	<u>197,155</u>	<u>167,901</u>

PARENTING SPECIAL CHILDREN

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30TH NOVEMBER 2019

	2019 £	2018 £
4 Other Income - unrestricted		
Courses and workshops	10,328	5,477
Reading Families Forum	0	396
Conference	13,012	0
	<hr/>	<hr/>
	<u>23,339</u>	<u>6,485</u>
5 Other Income - restricted		
Courses and workshops	4,070	4,249
Commissioned Services	2,597	0
Auticulate subscriptions & donations	5,679	0
Invesco	3,000	0
Spencers Hall Hire deposit	100	0
Waitrose Community Matters	340	0
Krystal Hosting - refund invoice	7	0
	<hr/>	<hr/>
	<u>15,794</u>	<u>4,249</u>
6 Donations & Fundraising		
Individual donations	9,802	9,482
Ball	1,397	2,357
Amazon Smile	87	0
Paypal Giving Fund	40	0
Woodroffe Benton Foundation	0	750
Shinfield Baptist Church	0	658
CAF Donations	300	550
AMMCO Trust	0	500
Disco	0	500
Winkfield Parish Council	0	350
Waitrose	0	338
Aviva community Fund	0	100
Crowthorne Parish Council	0	100
Giving Machine	0	48
Priory Lodge	5,050	0
J Torrington Trust	1,050	0
Mobbs Memorial Trust	1,230	0
Loddon Vale Rotary Club	250	0
Seco Engineering	100	0
Quaker society	320	0
Recycle for charity printer cartidges	16	0
St Laurence Church donation	5001	0
Microsoft Match Funding	2,095	0
The Windsor Forest	129	0
	<hr/>	<hr/>
	<u>26,867</u>	<u>15,732</u>

PARENTING SPECIAL CHILDREN

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED

30TH NOVEMBER 2019

	2019 £	2018 £
7 Creditors: amounts falling due within one year		
Prepaid income	0	19,052
Independent Examiners Fee	440	440
	<u>440</u>	<u>19,492</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 £50,000 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 30/11/18 was £42k.

Report to the trustees of Parenting Special Children

I report on the accounts of the charitable company for the period ended 30th November 2019.

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..... 3/4/2020

Signed..... 