



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	06	04	2021		05	04	2022

Section A Reference and administration details

Charity name ASD Helping Hands

Other names charity is known by

Registered charity number (if any) 1175729

Charity's principal address

Room 412-416 Breckland Business Centre
 St Withburga Lane, Dereham, Norfolk
 UK
 Postcode NR19 1FD

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Amy Culverhouse	Chairperson		
2	Adam Gaskin	Secretary		
3	Stephen Adcock	Treasurer		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Julie Adcock – CEO/Founder Lee Gibbons- Operations Manager
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Section B Structure, governance and management

Description of the charity’s trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted Nov 2017
How the charity is constituted (eg. trust, association, company)	charitable incorporated organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed for a term of 3 years by a resolution convened at a meeting of the Charities Trustees

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity’s organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees’ consideration of major risks and the system and procedures to manage them. 	<p>All trustees are made aware of their role and responsibilities using training provided by NCVO and this needs to be completed within 3 months of appointment to their position or before the next scheduled trustee meeting, whichever is closest. All policies and procedures are readily available for each trustee member using our online portal via the charities website.</p> <p>The Charity operates as an independent body from any statutory/governmental body or charity. We do however adopt the guidelines of recruitment, safeguarding and risk management from a variety of organisations.</p> <p>Trustees meet at least 4 times a year one of which constitutes as the Annual General Meeting (AGM)</p>
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

ASD Helping Hands objectives as set out in the governing document are as below:

- Support and assistance for those affected by an Autism Spectrum Disorder (ASD) and co-morbid conditions
- Promotion of equality and diversity
- Provision of recreational groups and outings
- Cooperating and supporting other organisations in the work where their objectives fall in line with our own.

It is our mission to support all those affected by an Autism Spectrum condition whether they are diagnosed, undiagnosed or a family member or professional working with someone on the Autism Spectrum

Summer 2021

In the summer we began to roll out training opportunities for parents and carers these were face to face session as we were aware that the constant use of virtual meeting software was preventing many of those we support from engaging with events face to face and this added to increased isolation and a sense of removal from their communities. We also put together a summer programme of events which could be attended by anyone that we support. We also became far more involved with the Norfolk Autism Partnership and began to facilitate their Forums on their behalf.

Autumn 2021

In the Autumn we began to open our support groups again starting with a Dereham and Thetford. After several sessions it became clear that Thetford was no longer a viable option due to low attendance and reduced engagement from the local community, so we focused our efforts on the group in Dereham.

Winter 2021

We held our first Autism Information Day event since the pandemic that brought these to a close. We decided for a smaller venue to accommodate the reduced number of participants we expected. This day brought Autistic people, their parents and carers as well as professionals together for a day of learning and information sharing, it was attended by around 75 people. In January 2022 we also help to distribute the Household support fund vouchers to 102 of our service users that equated to £600.00 of support to alleviate the pressure of winter.

Spring 2022

In Spring we took 15 young people (aged between 11-17) to Norfolk Lakes for a 3-day 2-night residential holiday to improve on their self-esteem and confidence. During this time, they took part in a variety of activities such as climbing, archery, and raft building. We had a lot of good feedback from this and would like to repeat in 2023. Our Dereham based support group also continued to grow in numbers and regular attendees.

Year round and ongoing work

Our Autism information and Advice service runs year-round and offers advice and support for parents/carers and professionals working with an individual on the Autism Spectrum. Over the 12-month period this report covers we have received 206 referrals into this service of which all have received support through the service we have not had to signpost or deny support to any party for this period.

Our Family Support group operate on a Saturday morning alternating location on a biweekly basis, in total we have 3 support groups each

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

hosting 24 support groups a year lasting 2 hours each, seeing an average of around 13 families in attendance at each.

ASD Helping Hands also offer training programmes to parents/carers and professionals on a range of issues relating to Autism Spectrum Disorder through face to face training sessions although in the current climate we have moved these to online Zoom sessions.

Due to the increased use of online training we adapted and produced our own online training for our three Parents courses over the period we had 44 learnings complete these courses.

ASD Helping Hands continues to be an active part of the Norfolk All Age Autism Partnership board where we sit as one of the voluntary organisations guiding and bring the views of those, we support to the table to influence discussion and policy writing in relation to the Autism Act 2010. We are responsible for the management of the website, engagement events and Engagement Working Group and this has continued virtually throughout the pandemic.

All trustees have made consideration to the Charities Commission's guidance on public benefit when considering and planning the activities for the year during the trustee meetings.

Additional details of objectives and activities (Optional information)

ASD Helping Hands values all our volunteer support and we would be unable to run many if not all our activities without their ongoing time, support and commitment we are eternally grateful for their contribution and dedication.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

ASD Helping Hands is still the go to charity in Norfolk for those wishing for support, guidance or information on all subjects to do with Autism.

We have been able to manage the effects of Covid-19 and have begun to build up our face to face services again concentrating on our ability to facilitate peer to peer learning as well as making options available for those who wish to remain at a safe distance and access support through virtual channels.

We have been able to arrange residential trips again and events and received feedback on how safe people feel and the information they received before hand regarding infection control has helped them to relieve some anxiety and full enjoy the events of trips with us.

Section E Financial review

Brief statement of the charity's policy on reserves

We aim to have enough in reserves to last 3-6 months.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>Amy Culverhouse</i>	<i>Stephen Adcock</i>
Full name(s)	AMY CULVERHOUSE	STEPHEN ADCOCK
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	13/01/2023	

REGISTERED CHARITY NUMBER: 1175729

**Report of the Trustees and
Unaudited Financial Statements For The Year Ended 5th April 2022
for
ASD Helping Hands**

Aston Shaw Ltd
The Union Building
51-59 Rose Lane
Norwich
Norfolk
NR1 1BY

**Contents of the Financial Statements
For The Year Ended 5th April 2022**

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Report of the Trustees

For The Year Ended 5th April 2022

The trustees present their report with the financial statements of the charity for the year ended 5th April 2022. 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 (FRS 102) (effective 1 January 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1175729

Principal address

Room 219
Breckland Business Centre
St Withburga's Lane
Dereham
Norfolk
NR19 1FD

Trustees

Mr S Adcock
Ms C Farrow
Ms C M Baldwin
Ms L Harris

Approved by order of the board of trustees on 21/12/22 and signed on its behalf by:



.....
Mr S Adcock - Trustee

**Statement of Financial Activities
For The Year Ended 5th April 2022**

			05/04/2022	05/04/2021
	Notes	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and Legacies		16,665	-	16,665
Other Trading Activities	2	<u>1,274</u>	<u>-</u>	<u>1,274</u>
Total		<u>17,939</u>	<u>-</u>	<u>17,939</u>
EXPENDITURE ON				
Raising Funds	3	3,630	-	3,630
Other		<u>19,113</u>	<u>-</u>	<u>19,113</u>
Total		<u>22,743</u>	<u>-</u>	<u>22,743</u>
NET INCOME/(EXPENDITURE)		<u>(4,804)</u>	<u>-</u>	<u>(4,804)</u>
RECONCILIATION OF FUNDS				
Total funds brought forward		9,815	-	9,815
TOTAL FUNDS CARRIED FORWARD		<u><u>5,011</u></u>	<u><u>-</u></u>	<u><u>5,011</u></u>

The notes form part of these financial statements

Balance Sheet
5th April 2022

				05/04/2022	05/04/2021
	Notes	Unrestricted fund £	Restricted fund £	Total funds £	Total funds £
CURRENT ASSETS					
Debtors	6	3,020	-	3,020	7,912
Cash at bank		<u>3,500</u>	<u>-</u>	<u>3,500</u>	<u>4,011</u>
		6,520	-	6,520	11,924
CREDITORS					
Amounts falling due within one year	7	(1,511)	-	(1,511)	(2,111)
NET CURRENT ASSETS		<u>5,009</u>	<u>-</u>	<u>5,009</u>	<u>9,813</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		5,009	-	5,009	9,813
NET ASSETS		<u>5,009</u>	<u>-</u>	<u>5,009</u>	<u>9,813</u>
FUNDS					
	8			5,009	9,813
Unrestricted funds				-	-
Restricted funds				-	-
TOTAL FUNDS				<u>5,009</u>	<u>9,813</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 21/12/22 and were signed on its behalf by:



Mr S Adcock - Trustee

Notes to the Financial Statements For The Year Ended 5th April 2022

1 ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2 OTHER TRADING ACTIVITIES

	05/04/2022	05/04/2021
	£	£
Fundraising Events	<u>2,492</u>	<u>17</u>

3 RAISING FUNDS

Raising Donations and Legacies

	05/04/2022	05/04/2021
	£	£
Support Costs	<u>3,630</u>	<u>1,564</u>

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Notes to the Financial Statements - continued
For The Year Ended 5th April 2022

3 RAISING FUNDS - continued		
Investment Management Costs	05/04/2022	05/04/2021
	£	£
Support Costs	<u>-</u>	<u>-</u>
Aggregate amounts	<u>3,630</u>	<u>1,564</u>

4 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 5th April 2022 nor for the year ended 5th April 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 5th April 2022 nor for the year ended 5th April 2021

5 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and Legacies	19,253	-	19,253
Other Trading Costs	654	-	654
Total	<u>19,907</u>	<u>-</u>	<u>19,907</u>
EXPENDITURE ON			
Raising Funds	1,564	-	1,564
Other	13,078	-	13,078
Total	<u>14,642</u>	<u>-</u>	<u>14,642</u>
NET INCOME/(EXPENDITURE)	<u>5,265</u>	<u>-</u>	<u>5,265</u>
Total funds brought forward	<u>4,550</u>	<u>-</u>	<u>4,550</u>
TOTAL FUNDS CARRIED FORWARD	<u>9,815</u>	<u>-</u>	<u>9,815</u>

6 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	05/04/2022	05/04/2021
	£	£
Trade Debtors	<u>1,167</u>	<u>7,332</u>

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Notes to the Financial Statements - continued
For The Year Ended 5th April 2022

7 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	05/04/2022	05/04/2021
	£	£
Trade Creditors	1,070	1,670
Other Creditors	441	441
	<u>1,511</u>	<u>2,111</u>

8 MOVEMENT IN FUNDS

	At 06/04/2021	Net movement in funds	At 05/04/2022
	£	£	£
Unrestricted funds			
General fund	9,813	(4,804)	5,009
TOTAL FUNDS	<u>9,813</u>	<u>(4,804)</u>	<u>5,009</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	17,939	(22,743)	(4,804)
Restricted funds			
Reserved	-	-	-
TOTAL FUNDS	<u>17,939</u>	<u>(22,743)</u>	<u>(4,804)</u>

Comparatives for movement in funds

	At 05/04/2020	Net movement in funds	At 05/04/2021
	£	£	£
Unrestricted funds			
General fund	4,548	5,265	9,813
TOTAL FUNDS	<u>4,548</u>	<u>5,265</u>	<u>9,813</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	19,907	(14,642)	5,265
Restricted funds			
Reserved	-	-	-
TOTAL FUNDS	<u>19,907</u>	<u>(14,642)</u>	<u>5,265</u>

continued...

Notes to the Financial Statements - continued
For The Year Ended 5th April 2022

9 MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 05/04/2020	Net movement in funds	At 05/04/2022
	£	£	£
Unrestricted funds			
General fund	4,548	461	5,009
TOTAL FUNDS	<u>4,548</u>	<u>461</u>	<u>5,009</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	37,846	(37,385)	461
Restricted funds			
Reserved	-	-	-
TOTAL FUNDS	<u>37,846</u>	<u>(37,385)</u>	<u>461</u>

10 RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 5th April 2022.

**Detailed Statement of Financial Activities
For The Year Ended 5th April 2022**

	05/04/2022	05/04/2021
	£	£
INCOME AND ENDOWMENTS		
Donations and Legacies		
Gifts	751	1,797
Donations	1,772	2,496
Grants	13,325	14,000
Subscriptions	817	960
	<u>16,665</u>	<u>19,253</u>
Other Trading Activities		
Fundraising Events	1,274	654
	<u>17,939</u>	<u>19,907</u>
EXPENDITURE		
Other Trading Activities		
Events	2,492	17
	<u>2,492</u>	<u>17</u>
Support costs		
Management		
Rent	1,990	2,029
Insurance	550	519
Motor and travel	763	-
Telephone	1,381	901
Postage and stationery	141	-
Staff training and welfare	51	17
Sundries	559	430
Computer expenses	1,948	527
	<u>7,384</u>	<u>4,424</u>
Finance		
Accountancy	770	441
Bank charges	160	135
	<u>930</u>	<u>576</u>
Governance costs		
Wages	11,427	8,984
Pensions	510	641
	<u>11,936</u>	<u>9,626</u>
Total resources expended	<u>22,743</u>	<u>14,642</u>
Net (expenditure)/income	<u>(4,804)</u>	<u>5,265</u>

This page does not form part of the statutory financial statements