

# Trustees Annual Report 2022-2023



Registered Charity Number: :1175729



Trustees Annual Report for the period of							
From	Period Start Date			To	Period end date		
		06	04		2022		05

## Section A

## Reference and administration details

<b>Charity Name</b>	ASD Helping Hands		
<b>Other names charity is known by</b>			
<b>Registered charity number</b>	1175729		
<b>Charity's principal address</b>	Room 412-416, Breckland Business Centre		
	St Withburga Lane, Dereham, Norfolk		
	UK		
<b>Postcode</b>	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	Chair		
2	Adam Gaskin	Secretary		
3	Stephen Adcock	Treasurer		
4				
5				
6				
7				

### Names and addresses of advisers (Optional Information)

Type of Advisor	Name	Address

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

Name	Position
Julie Adcock	CEO / Founder
Lee Gibbons	Operations Manager

## Section B Structure, Governance and Management

### Description of Charity's trusts

<b>Type of governing Document</b> <small>(e.g. trust deed, constitution)</small>	Constitution adopted Nov 2017
<b>How is the charity constituted</b> <small>(e.g. trust, association, company)</small>	Charitable Incorporated Organisation (CIO)
<b>Trustee selection method</b> <small>(e.g. appointed by, elected by)</small>	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)

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

- 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.

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.

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.

Trustees meet at least 4 times a year one of which constitutes as the Annual General Meeting (AGM)

## 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

**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)**

**Summer 2022**

We become representatives for the VCSE assembly for the south of Norfolk, this was to help with the integration of the VCSE assembly in the working and practices of the newly formed Integrated Care Boards.

**Autimn 2022**

We began a partnership with a local social enterprise to set up an Autistic Adults social support group and launched a range of E-Learning platforms as we had received feedback saying that some parent/carers were unable to access the courses during the day.

**Winter 2022**

In October, we were successful in a Local Authority Tender to facilitate he Norfolk All-Age Autism Board and the Norfolk Learning Disability Partnership, this allowed us to employ two additional members of staff and move to a larger premises. Within this new premise we are able to offer a lot more in house events to save costs on external rent and give. We were part of a Norfolk Wide scheme offering a community hot spot for those who were struggling with the cost of heating their own homes and loneliness. This was visited by 68 people over the duration of the project, which lasted 3 months. We also began two additional youth groups for those in yrs. 7-yr. 9 and yr9-yr 11. This currently have a wanting list to attend. We were also successful in obtaining funding to run our own Occupational Therapy sessions for young people who had been rejected from CAMHS due to a primary need of Autism. These would start mid 2023.

**Spring 2023**

Like previous years we received funding to take 15 young people on a residential break to Norfolk Lakes for a 2-day 3-night residential activity break, this was funded through the National Lottery Awards for all Scheme.. This was received very well from both young people and parent/carers with positive feedback across the board.



**Year round and ongoing work**

<p><b><u>Autism Information and Advice service</u></b></p> <p>Our Autism information and advice service continued to receive referrals throughout the year, and until winter 2022 this was completely run with the support of volunteers.</p> <p>Main reason for referrals continues to be challenging behaviour and diagnosis. In the period of this report, we received 262 referrals into this service.</p> <p>The Autism Information and Advice service is a free service provided information and support on:</p> <ul style="list-style-type: none"> <li>• SEN Support and Educational, Health, and Care Plans</li> <li>• The Autism diagnosis pathway for both Adults and Children in Norfolk, Great Yarmouth, and Waveney</li> <li>• The Welfare system and guidance on how to complete and apply for disability benefits, as well as information on appealing decisions.</li> <li>• Challenging behaviours relating to an autism spectrum disorder.</li> <li>• Short breaks applications and Young Carers Groups</li> <li>• Adult Social Care and Budgets</li> <li>• Suitable Training, Events, and social groups</li> </ul> <p><b><u>Support and Social groups</u></b></p> <p>We now have 4 support groups two young people groups, one adult group and one family group. All of these are very well attended with our Young People groups now operating on a waiting list system.</p> <p><b><u>Training and Events</u></b></p> <p>We continue to offer training courses to professionals, parents/carers and use this to subsidise our other activities.</p>
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**Additional details of objectives and activities (Optional information)**

<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grant making;</li> <li>• policy programme related investment.</li> <li>• contribution made by volunteers.</li> </ul>	
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## Section D

## Achievements and Performance

Summary of the main achievements of the charity during the year

- Being successful in the Local Authority tender to run the Norfolk All-Age Autism Partnership Board and the Norfolk Learning Disability partnership has given the charity some financial stability for the next 3 years and also allows us to expand our services through employment and activities.
- ASD Helping Hands continues to grow, receiving a steady stream of referrals and good feedback and integration with other relevant services within Norfolk.

## 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.

<b>Signature(s)</b>	<i>Amy Culverhouse</i>	<i>Stephen Adcock</i>
<b>Full Names</b>	AMY CULVERHOUSE	STEPHEN ADOCK
<b>Position</b>	CHAIRPERSON	TREASURER
	<b>Date</b>	

**REGISTERED CHARITY NUMBER: 1175729**

**Report of the Trustees and  
Unaudited Financial Statements For The Year Ended 5th April 2023  
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 2023**

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**Report of the Trustees  
For The Year Ended 5th April 2023**

The trustees present their report with the financial statements of the charity for the year ended 5th April 2023. 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 214 - 216  
Breckland Business Centre  
St Withburga's Lane  
Dereham  
Norfolk  
NR19 1FD

**Trustees**

Ms A Culverhouse  
Mr S Adcock  
Mr A Gaskin

Approved by order of the board of trustees on ..... 26/1/24 ..... and signed on its behalf by:



.....  
Mr S Adcock – Trustee

**Statement of Financial Activities  
For The Year Ended 5th April 2023**

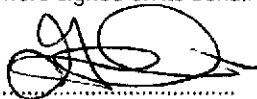
				05/04/2023	05/04/2022
	Notes	Unrestricted fund £	Restricted fund £	Total funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and Legacies		99,934	13,570	113,504	16,665
Other Trading Activities	2	<u>630</u>	<u>-</u>	<u>630</u>	<u>1,274</u>
<b>Total</b>		<u>100,564</u>	<u>13,570</u>	<u>114,134</u>	<u>17,939</u>
<b>EXPENDITURE ON</b>					
Raising Funds	3	88,319	-	88,319	3,630
Other		<u>-</u>	<u>-</u>	<u>-</u>	<u>19,113</u>
<b>Total</b>		<u>88,319</u>	<u>-</u>	<u>88,319</u>	<u>22,743</u>
<b>NET INCOME/(EXPENDITURE)</b>		<u>12,245</u>	<u>13,570</u>	<u>25,815</u>	<u>(4,804)</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		5,009	-	5,009	9,813
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>17,254</u></u>	<u><u>13,570-</u></u>	<u><u>30,824</u></u>	<u><u>5,009</u></u>

The notes form part of these financial statements

**Balance Sheet**  
**5th April 2023**

				05/04/2023	05/04/2022
	Notes	Unrestricted fund £	Restricted fund £	Total funds £	Total funds £
<b>CURRENT ASSETS</b>					
Debtors	6	3,388	-	3,388	3,020
Cash at bank		<u>16,987</u>	<u>13,570</u>	<u>30,557</u>	<u>3,500</u>
		20,375	13,570	33,945	6,520
<b>CREDITORS</b>					
Amounts falling due within one year	7	(3,123)	-	(3,123)	(1,511)
<b>NET CURRENT ASSETS</b>		<u>17,252</u>	<u>13,570</u>	<u>30,822</u>	<u>5,009</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		17,252	13,570	30,822	5,009
<b>NET ASSETS</b>		<u>17,252</u>	<u>13,570</u>	<u>30,822</u>	<u>5,009</u>
<b>FUNDS</b>					
	8				
Unrestricted funds				17,252	5,009
Restricted funds				13,570	-
<b>TOTAL FUNDS</b>				<u>30,822</u>	<u>5,009</u>

The financial statements were approved by the Board of Trustees and authorised for issue on.....26/1/24.....  
and were signed on its behalf by:



.....  
Mr S Adcock - Trustee

## Notes to the Financial Statements For The Year Ended 5th April 2023

### 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

	05/04/2023	05/04/2022
	£	£
Fundraising Events	<u>630</u>	<u>1,274</u>

### 3 RAISING FUNDS

	05/04/2023	05/04/2022
	£	£
Raising Donations and Legacies		
Other Trading Activities	<u>13,018</u>	<u>2,492</u>

continued...

**Notes to the Financial Statements - continued  
For The Year Ended 5th April 2023**

**3 RAISING FUNDS - continued**

	05/04/2023	05/04/2022
	£	£
Management	32,199-	7,384-
Finance	674-	930-
Governance	42,428-	11,936-
Aggregate amounts	<u>88,319</u>	<u>22,743</u>

**4 TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 5th April 2023 nor for the year ended 5th April 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 5th April 2023 nor for the year ended 5th April 2022

**5 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and Legacies	16,665	-	16,665
Other Trading Costs	1,274	-	1,274
<b>Total</b>	<u>17,939</u>	<u>-</u>	<u>17,939</u>
<b>EXPENDITURE ON</b>			
Raising Funds	3,630	-	3,630
Other	19,113	-	19,113
<b>Total</b>	<u>22,743</u>	<u>-</u>	<u>22,743</u>
<b>NET INCOME/(EXPENDITURE)</b>	<u>(4,804)</u>	<u>-</u>	<u>(4,804)</u>
<b>Total funds brought forward</b>	9,813	-	9,813
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>5,009</u>	<u>-</u>	<u>5,009</u>

**6 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	05/04/2023	05/04/2022
	£	£
Trade Debtors	<u>2,709</u>	<u>1,167</u>

continued...



**Notes to the Financial Statements - continued**  
**For The Year Ended 5th April 2023**

**7 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	05/04/2023	05/04/2022
	£	£
Trade Creditors	2,616	1,070
Other Creditors	507	441
	<u>3,123</u>	<u>1,511</u>

**8 MOVEMENT IN FUNDS**

	At 06/04/2022	Net movement in funds	At 05/04/2023
	£	£	£
<b>Unrestricted funds</b>			
General fund	5,009	12,243	17,252
<b>Restricted funds</b>			
Reserved	-	13,570	13,570
<b>TOTAL FUNDS</b>	<u>5,009</u>	<u>25,813</u>	<u>30,822</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	100,564	(88,319)	12,245
<b>Restricted funds</b>			
Reserved	13,570	-	13,570
<b>TOTAL FUNDS</b>	<u>114,134</u>	<u>(88,319)</u>	<u>25,815</u>

**Comparatives for movement in funds**

	At 05/04/2021	Net movement in funds	At 05/04/2022
	£	£	£
<b>Unrestricted funds</b>			
General fund	9,813	(4,804)	5,009
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
General fund	17,939	(22,743)	(4,804)
<b>Restricted funds</b>			
Reserved	-	-	-
<b>TOTAL FUNDS</b>	<u>17,939</u>	<u>(22,743)</u>	<u>(4,804)</u>

continued...

**Notes to the Financial Statements - continued**  
**For The Year Ended 5th April 2023**

**9 MOVEMENT IN FUNDS - continued**

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

	At 05/04/2021	Net movement in funds	At 05/04/2023
	£	£	£
<b>Unrestricted funds</b>			
General fund	9,811	7,441	17,252
<b>Restricted funds</b>			
Reserved	-	13,570	13,570
<b>TOTAL FUNDS</b>	<u>9,811</u>	<u>21,011</u>	<u>30,822</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
	£	£	£
<b>Unrestricted funds</b>			
General fund	118,503	(111,062)	7,441
<b>Restricted funds</b>			
Reserved	13,570	-	13,570
<b>TOTAL FUNDS</b>	<u>132,073</u>	<u>(111,062)</u>	<u>21,011</u>

**10 RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 5th April 2023.

**Detailed Statement of Financial Activities  
For The Year Ended 5th April 2023**

	05/04/2023	05/04/2022
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and Legacies</b>		
Gifts	395	751
Donations	7,359	1,772
Grants	101,674	13,325
Other income	4,076	-
Subscriptions	-	817
	<u>113,504</u>	<u>16,665</u>
<b>Other Trading Activities</b>		
Fundraising Events	630	1,274
	<u>114,134</u>	<u>17,939</u>
<b>EXPENDITURE</b>		
<b>Other Trading Activities</b>		
Events	13,018	2,492
	<u>13,018</u>	<u>2,492</u>
<b>Support costs</b>		
<b>Management</b>		
Rent	15,142	1,990
Trustee expenses	4,521	-
Insurance	1,010	550
Motor and travel	3,353	763
Telephone	1,801	1,381
Postage and stationery	1,623	141
Staff training and welfare	487	51
Sundries	395	559
Computer expenses	3,866	1,948
	<u>32,199</u>	<u>7,384</u>
<b>Finance</b>		
Accountancy	549	770
Bank charges	125	160
	<u>674</u>	<u>930</u>
<b>Governance costs</b>		
Wages	40,111	11,427
Pensions	2,317	510
	<u>42,428</u>	<u>11,936</u>
<b>Total resources expended</b>	<u>88,319</u>	<u>22,743</u>
<b>Net (expenditure)/income</b>	<u>25,815</u>	<u>(4,804)</u>

This page does not form part of the statutory financial statements