



Special Needs And Parents

**ANNUAL REPORT
and
ACCOUNTS**

**for the year ended
31st December 2015**

**Registered Charity No. 1077787
Company Limited by Guarantee No. 03805837**



SPECIAL NEEDS AND PARENTS

SNAP (Special Needs And Parents) is an Essex charity for families with children and young people who have any special need and disability.

SNAP's aims are to inform, encourage and support parents, allowing them to grow in strength and knowledge so they are better equipped to give the best possible help to their children.

SNAP Values

Supporting, Welcoming, Encouraging & Empathetic

Non-judgemental, Understanding, Caring & Compassionate

Always Consistent, Reliable & Dependable

Professional, Knowledgeable, Trustworthy & Respectful

About Us

Website: www.snapcharity.org

Email: info@snapcharity.org

Telephone: 01277 211300

Fundraising

Email: fundraising@snapcharity.org

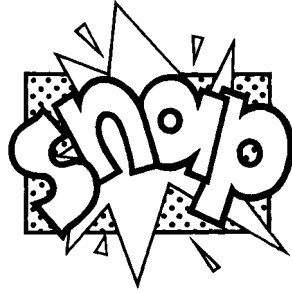
Fundraising Tel: 01277 245345

SNAP (Special Needs And Parents)

The SNAP Centre, Pastoral Way, Warley, Brentwood, Essex CM14 5WF.

Registered Charity No. 1077787

A company limited by guarantee in England and Wales No. 03805837



Special Needs And Parents

**REPORT OF THE TRUSTEES FOR THE PERIOD ENDED
31st DECEMBER 2015**

CONTENTS

Report of the Trustees Including Chairman's Review	1 - 2
Objectives and Activities	2 - 4
Achievements and Performance	4 - 8
Financial Review	9 - 10
Plans for Future Periods	10
Structure, Governance and Management	10 - 12
Reference and Administrative Information	13 - 14
Independent Examiner's Report to the Trustees of Special Needs And Parents Charitable Company	15 - 16
Statement of Financial Activities	17
Balance Sheet as at 31st December 2015	18
Statement of Cash Flows	19
Notes to the Accounts	20 - 28

Report of the Trustees for the year ending 31st December 2015

The trustees are pleased to present their annual directors' report and financial statements of the charity for the year ended 31st December 2015 which are also prepared to meet the requirements for a director's report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) 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).

Chairman's Review

It is amazing how quickly this past year has flown by at SNAP, and what a busy and rewarding year for all of those involved, be it parents, families, supporters, volunteers, staff members or trustees.

The fantastic foundations laid during our 20th Anniversary last year have continued to bear fruit during our 21st year when we have really come of age as a vital local charity supporting parents and our families.

To ensure we continue to be relevant to our families and move forward in the most appropriate direction a large, in depth, User Survey was carried out during 2015. We thank everyone who contributed to this vital piece of work. The analysis of the outcomes will be used over the forthcoming years to underpin the future direction of SNAP to ensure that we continue to match our available resources to the areas of greatest need.

The fundraising strategy formulated and implemented over the past couple of years, to ensure our sustainability for the future, has really developed and is progressing well. We have a broad and growing funding base. Varied sources of funding is vital and we are extremely grateful to our donors be they Trusts, corporate sponsors such as Sainsbury's, clubs and associations including the Rotary club of Brentwood a Becket who support SNAP in various ways such as their Half Marathon, Fun Run and Christmas quizzes. We are so fortunate with the efforts of individuals, such as Mike Conyers, who has raised over £24,000 over a number of years and families such as the Kirbys who have inspired the team at Darwin Recruitment to raise over £40,000. We are also proud to be one of the Mayor's charities this year. These are just a snapshot of fundraisers who together with all of our supporters helped raise the vital funds required to ensure that SNAP is here for the future. Any amount however small is always gratefully received and is really appreciated by all of those involved.

Never ones to sit on our laurels we are always looking forward and continually review the growing demand for our support and how we can carry on providing the highest level of support to all of our families now and for future generations. Our working practices are updated regularly to ensure that we are working in the most efficient and effective manner, making use of enhancements in best practice and technology as appropriate to continue supporting our families.

I would like to offer my special thanks to the board of Trustees who give their time freely and unpaid to guide SNAP and ensure that we are run on sound lines with excellent financial control and with strong governance. I am delighted to welcome Stewart McArthur who has joined the board this year, he has added a wealth of experience with his many years at the NHS. I would also like to express the whole board's heartfelt thanks to John McKay who has stepped down as our treasurer after nearly 15 years fulfilling this vital role and we are very grateful to John for leaving SNAP in such a sound financial position.

Once again I express my heartfelt thanks to all of those who have contributed to SNAP in numerous ways over 2015, be that staff, volunteers, supporters, fundraisers or donors without which SNAP would not be in a position to continue into the future.

Suzanne Davies
Chairman

Objectives and Activities

The purpose of the charity is to support, inform and encourage parents with children and young people who have special need and disabilities, allowing them to grow in strength and knowledge so they are better equipped to provide the best possible help to their children.

The charity's vision is to provide a safe environment offering a wide range of support and specialist services with the aim to increase resilience and empowerment within our families. The trustees consider how planned activities will contribute to the aims and objectives they have set.

In shaping our objectives for the year and in planning our activities, the trustees have also referred to the Charity Commission's general guidance on public benefit. The charity relies on grants, donations and income from fees to cover its operating costs. Our fee structure reflects that affordability and access to our services is extremely important to us and our families.

We constantly monitor the performance of the charity and ensure our work remains focussed on our stated aims and objectives. This Annual Report gives a detailed account of the charity's services, its achievements and performance throughout 2015 and how it has benefited the people it was set up to help. We continuously and systematically seek feedback from our families which, along with monitoring and evaluation, indicates we are providing essential and high quality services.

The strategies employed to achieve our objectives are:

- Education, training and support for parents, carers and professionals working with children and young people
- Activities, courses and therapies for children and young people
- Activities, courses and support for siblings

Services and Support

Parents and Carers

Information, advice and support is provided by way of:

Helpline Telephone and E-mail Support The SNAP helpline is open from 9.00am to 5.00pm weekdays to give information and support.



Face-to-Face Parent Advice provides parents with the opportunity to discuss their concerns and difficulties with SNAP's trained staff or receive Education and Benefits advice from our specialist partner providers.

The **SNAP Directory** underpins the work of the charity and is a comprehensive online guide of useful contacts to point both parents and professionals in the right direction.

The **Specialist Library of Books and DVDs** is an extensive collection of specialist books, information sheets and DVDs which provide targeted information relating to specific issues or difficulties.

The **Information Network** updates parents with information and opportunities relevant to their specific circumstances on a regular basis.

Counselling is provided by trained counsellors and offered to families who benefit from this service.

Parent Training includes specialist talks; workshops and focus events with opportunities to meet representatives from other organisations.

Parent Yoga sessions aim to improve both the mental and physical well-being of parents and carers.



Children and Young People

A wide range of term-time and holiday activities and also family counselling sessions are provided.



Specialist Equipment and Facilities including a multi-sensory room and an IT suite which are used for individual and group sessions.

Pre-school Children sessions offer a stimulating, interactive and sensory experience using play, art, and music to encourage interaction within the group and between the parent and child.



Older Children and Young People are offered after-school clubs which include drama, yoga, free play, arts and crafts, soft play and technology with an emphasis on increasing self-esteem and confidence while enhancing social and communication skills.

Holiday Sessions are opportunities to meet up with other families during the school holidays. In addition to play activities the sessions include tactile and creative fun with art and messy play; activities in the multi-sensory room; a music area to explore sound and rhythm and a range of programmes in the specialist IT Suite. Parents/carers can relax together, use the library or speak to a parent adviser.



Siblings

Sibling Support offers inclusive activities such as the pre-school children groups, after school clubs, holiday sessions and sibling activity days, including SIBS4FUN. The aim is to alleviate feelings of isolation and provide respite from being a 'young carer' and allows them to meet other children who are in similar situations.

Volunteers

The Charity is an integral part of the community and relies on voluntary help. SNAP has nearly 120 committed volunteers working on a regular basis. More than 250 voluntary hours are worked each week. Without such a dedicated and skilled team of volunteers SNAP could not offer the wide range of support and services essential for its families.

Volunteer roles include supporting parents and children in individual sessions and at group activities, identifying and cataloguing material for the specialist library and helping with office duties. In addition many volunteers take part in our fundraising activities.

Achievements and Performance

In 2015 the trustees, management team, staff and volunteers continued to develop and enhance the range of services offered to children, young people and their parents. The need for SNAP services is long term; developments always consider future demand.

The objectives of the Fundraising Plan approved by the Trustees, have been met in 2015. During the year we continued to broaden our fundraising base including increasing the number of trusts approached and thus far this is proving to be successful.

Fresh and innovative fundraising activity is increasingly important as the economic climate has meant greatly reduced grant funding whilst the number of families seeking support continues to increase. Despite the challenges SNAP was able to deliver all the planned services in 2015.

Achievements and Aspirations

2015	2016
<ul style="list-style-type: none">✓ A user survey was undertaken, the results evaluated and are used as the basis of future planning proposals.✓ Reviewed existing services for SNAP families to ensure the available resources are matched to the areas of greatest need.✓ Developed the way in which SNAP measures and presents its outcomes and impacts.✓ Enhanced SNAPs partnership working, by increasing networking and collaboration with other organisations.✓ The detailed fundraising plan was developed and implemented, with regular updates of actual progress against the plan presented at Executive meetings.✓ The computer server has been successfully replaced, within budget.✓ At each Executive meeting the income against budgets, expenditure and reserves is reviewed to ensure that we perform in line with the financial planning strategy, addressing issues in a timely fashion.	<ul style="list-style-type: none">• Ensure that the services delivered are relevant, appropriate and engaging for families and develop services as required - focus on parent services.• Promote effective user involvement.• Ensure effectiveness of IT suite to meet the need of users.• Biannual review of functionality of Website including the SNAP Directory.• Develop and grow our volunteer base and ensure supervisory resources are available to manage them effectively.• Enhance the skills base of staff and ensure opportunities for staff development and plan for succession.• Broaden the fundraising base and sustain and develop existing sources of income.• Enhance our monitoring systems to clearly evidence outcomes achieved and recognise the long-term impact for our families.

“Having SNAP available to lend an ear, offer advice and provide individual weekly sessions is invaluable to us. My son’s face lights up when we enter the building and the support and guidance you give him is amazing. I love having someone to talk to who understands, someone who appreciates his highs and unfortunately his lows. Without these sessions our life would be a lot more difficult. Thank you to all that make this possible for us.”

The outcomes witnessed are:

- Increased empowerment and resilience for parents, as a result of counselling, training, access to other providers and networking with other families.
- Improved parenting skills as a result of information, knowledge, encouragement and support given to parents.
- Improved confidence, communication, self-esteem, emotional resilience, mental health and well-being of parents, children/young people with special needs and siblings through participation in a variety of activities, courses and therapies.
- Improved understanding within families of the development of children/young people with special needs and the extra needs of siblings. This is achieved by means of joint counselling sessions, joint activity sessions and shared experiences.
- A more effective partnership approach and increased support for families from professional bodies, including statutory agencies and other voluntary sector organisations, as a result of workshops, specialist talks and focus events.
- Reduced feelings of isolation through the provision of information sources, counselling sessions, training sessions and interaction forging relationships with other families.

Impact is easy to see but hard to measure. SNAP's support and activities changes the lives of our families for the better. Depending on the level of need and as the children and young people get older, the need for SNAP's support evolves.

Our 2015 User Survey enabled us to gain the views and opinions of our families to help measure the impact of and to assist in the development and planning of future services. The reaction from families was very positive; key results include:

- 94% of families think that SNAP understands them extremely well
- 95% of families are satisfied or extremely satisfied with the quality of SNAP Children Services
- 94% of families are satisfied or extremely satisfied with the quality of SNAP Parent Services

Other examples of the impact include:

- Parent Carers feel more included and are able to make confident, informed choices to help their children
- Children and young people feel able to join outside clubs or groups to further their interests as a result of the confidence and self-esteem gained at SNAP
- Older children and young people return to SNAP to volunteer at the very activities from which they benefitted

"I can't thank SNAP enough for all that you do; you have been a constant source of inspiration and tower of strength in what has been a particularly difficult time for my family."

'SNAP' Shot - Number of Families Supported in 2015

1,723
Essex families

378
New families
registered

2,045
Children and young
people with special needs



3,687
Helpline Telephone
Calls & Emails

536
Participants in
training courses
and talks



676

Children and young people
attended holiday services and
individual sessions



260

Sibling
young carers
supported



307

Children and young people
attended clubs & activities from
pre-school groups to after-school clubs



789

Face-to-face parent
advice appointments
and surgeries

3,439

Information resources
given to parents
from our
specialist library



422

Counselling
sessions for
parents and families

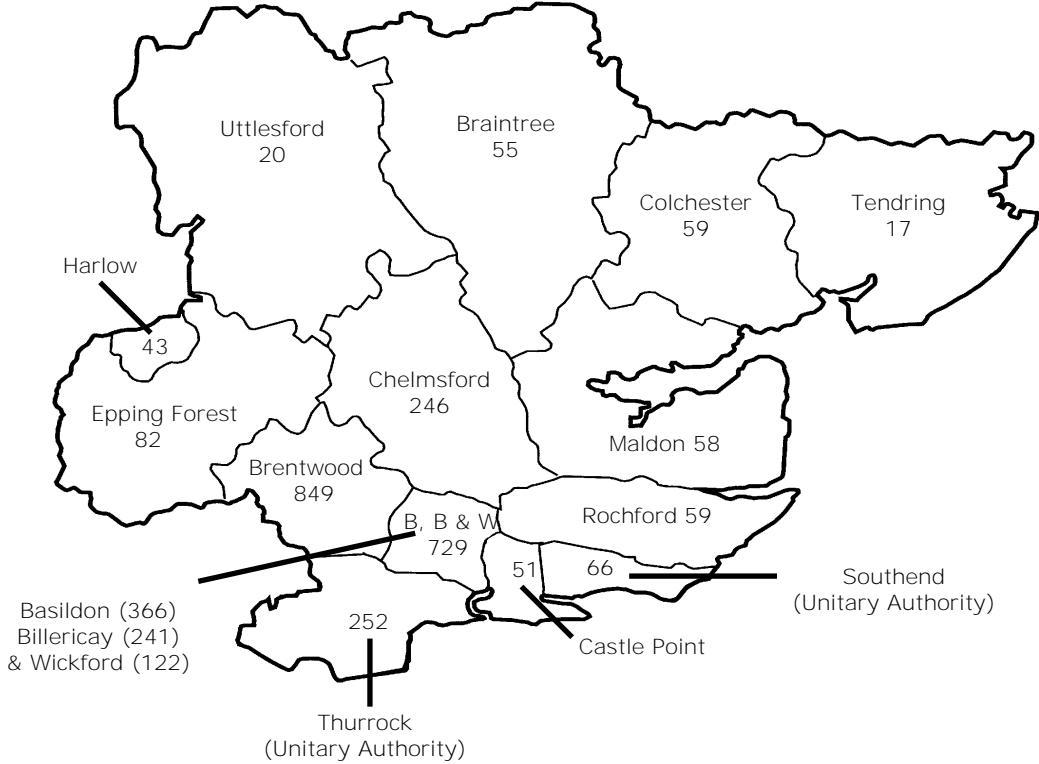
Profile of Children’s Special Needs

Below is a statistical profile of the 3,483 children with special needs, registered with SNAP, according to diagnosis. In total there are 5,817 recorded diagnoses for the children because some children are diagnosed as having more than one disability.

DIAGNOSIS	No.	%	DIAGNOSIS	No.	%
Autistic spectrum disorder	1,769	30	Epilepsy	158	3
ADD/ADHD	622	11	Behavioural difficulties	153	2
Speech & language difficulties	380	7	Physical disability	128	2
Developmental delay	298	5	Visual impairment	108	2
Dyslexia	298	5	Down syndrome	99	2
Dyspraxia	242	4	Rare conditions	62	1
Learning difficulties	210	4	Hearing impairment	56	1
Cerebral palsy	169	3	Other conditions	1,065	18

Area of Benefit

There were 2,910 Essex families registered with SNAP as at 31st December 2015. The map shows the Essex County Council districts in which 2,586 of these families live:



In addition to the above 2,586 families, we also have 324 Essex families who live in the following towns: Barking 3; Dagenham 12; Hornchurch 71; Ilford 18; Rainham 22; Romford 149; Upminster 49.

Financial Review

The trustees are pleased to report that Lee Elsworth FCCA, FCA of Tiffin Green was appointed as independent examiner to the charity during the year and has expressed his willingness to continue to act.

SNAP is dependent on a wide range of funding sources including charitable trusts, statutory agencies and community fundraising. In the current economic climate it is difficult to predict the level of support we will receive however we have a robust 3 year Business Plan which includes a detailed Fundraising Plan. Budgets are reviewed against actual income at each Executive meeting to ensure the charity's long-term financial stability is sustainable.

There is increasing pressure on public funding for charities such as SNAP. At the same time we are receiving more and more referrals due to the diminishing services available from the NHS and Local Authority. The result is greater demand on SNAP's services and the inevitable cost implications.

The trustees are mindful that over the coming years computers, multi-sensory room items and other equipment will need to be replaced and funds will also have to be spent on the upkeep of the building.

The trustees are confident the reserves policy provides SNAP with adequate financial stability and the means for it to conduct its charitable activities for the foreseeable future.

Budget - The budget for 2016 is for expenditure of £543,958 including £38,000 of depreciation of our tangible assets. The income forecast for 2016 is £492,973.

Reserves - At 31st December 2015. SNAP's unrestricted reserves were £361,659 including a designated reserve of £50,000. See Notes to the Accounts - Reserves Policy on page 28.

Income 2015

Statutory Funding - Principal statutory funding sources for the year were NHS Clinical Commissioning Groups and Essex County Council. These accounted for 36% of our incoming resources and we are most grateful to them for their support.

Other Main Funders - The success of our financial position during the year is due to the ongoing generosity of our many donors. Charitable Trusts and Foundation, individuals, businesses, Rotary clubs, Lodges, Round Tables, Lions Clubs, public houses, schools and other organisations raise money every year to help us fund our activities. We are also extremely grateful to Future Office Solutions for all their assistance with our IT needs.

OUR ENORMOUS THANKS TO ALL OUR SUPPORTERS

2015 saw the continued development of the Supporter's Committee. The committee's objective is to expand and run some of the bigger fundraising events 'in-house', as well as establishing charity partnerships with local retailers and businesses. Together with our many fundraising supporters, who once again arranged and participated in a huge variety of

activities, we had an extremely busy and rewarding year.

Activities included:

Sponsored Walks, Fun Runs, Half Marathons & Marathons
Golf Day • Sponsored Cycle Marathons & Fun Bike Rides • Skydives
Firewalks • Abseiling • Nuclear Races • Mountaineering
Charity Balls • Coffee Mornings • Cake Sales
Bingo Night • Quiz Nights • Raffles • Hamper Draws • Donations from Talks
SNAP Christmas Card Sales

Many people involved in these initiatives are families who have received support from SNAP. We are enormously proud and grateful that the importance of our work is recognised and endorsed in this way. We send our heartfelt thanks to everyone for their hard work and continued efforts on our behalf.

Plans for Future Periods

SNAP intends and has detailed plans to continue to provide an environment where parents with children and young people who have special needs and disabilities, are enabled and empowered to give the best possible help to all their children. This is facilitated by providing services and activities for the whole family.

Our aspirations for 2016 are outlined on page 5 of the Trustees' Report. Continued provision is, as always subject to sufficient income from grants, donations and fundraising.

Our rolling 3 year Business Plan for the period 2016 to 2018 contains work plans for each area of the charities activities and operation. The Business Plan is reviewed at each Trustee meeting.

Structure, Governance & Management

Governing Document

SNAP's governing document is its Memorandum and Articles of Association, which states that its objects "are for the relief of children with physical and/or mental disabilities or other special needs particularly by the provision of information, encouragement and support to their parents and such other charitable activities as the Executive Committee in their absolute discretion shall decide".

SNAP was formed in 1994 and was registered as a charity in September 1996. On 6th May 1999 it was agreed by the trustees that SNAP Special Needs And Parents (Registered Charity No. 1058255) should become a charitable company limited by guarantee and that the trustees elected at the Annual General Meeting on 26th May 1999 would be the initial directors of the incorporated charity. Special Needs And Parents Limited (Company No. 03805837) was incorporated under the Companies Act 1985 on 13th July 1999 and was registered as a charity by the Charities Commission on 13th October 1999 (Registered

Charity No. 1077787). Special Needs And Parents Ltd has continued to be known as 'SNAP' and that acronym has been used throughout the report.

Special Needs And Parents Limited had 288 members at the end of the year. The members' liability in the event of SNAP winding up is £1 each.

Trustee Recruitment and Appointment

SNAP is governed by a board of directors, which forms the Executive Committee. The directors of SNAP are known as trustees and are referred to as such throughout the annual report and accounts.

During 2015 there were ten trustees on our Executive Committee. It has a balanced mix of parents of children with disabilities and members of the community with relevant experience.

A skills audit of the Executive Committee is carried out regularly to ensure that a broad mix of skills is achieved. If particular skills are needed, individuals are approached to offer themselves for election and the opportunity to become a trustee can be advertised.

All members of the Executive Committee give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 15 of the accounts.

The trustees may, by ordinary resolution, appoint a person who is willing to be a trustee either to fill a vacancy or become an additional trustee. At a general meeting a person may be appointed a trustee if he or she is recommended by the trustees in accordance with the Articles or if a member qualified to vote at the meeting nominates a person in accordance with the Articles. The maximum number of trustees is twelve.

Trustee Induction and Training

As part of the recruitment process, prospective trustees receive a Trustee Information Pack, which includes the Charity Commission publication "CC3 The Essential Trustee: What you need to know". The pack also contains information on the charity's structure, aims and objectives, policies and procedures, sub-committees, latest Annual Report & Accounts and Memorandum and Articles of Association.

Prospective trustees are invited to attend an Executive Committee meeting to discuss the responsibilities of being a SNAP trustee. They visit the charity to see it in operation and meet the staff and volunteers and follow an induction programme. Trustee training is continually reviewed and information is provided of training courses available. The Executive Committee carries out a skills audit and regularly evaluates its performance.

Organisational Structure

The Board of Trustees, which can have up to 12 members, administers the charity. The Board normally meet 5 times a year and there are sub-committees covering Finance and Remuneration. A Senior Management Team is appointed by the trustees to manage the

day-to-day operations of the charity. To facilitate effective operations, the Senior Management Team has delegated authority, within terms of delegation approved by the trustees for operational matters including finance, employment and services for SNAP families.

Related Parties

None of our trustees receive remuneration or other benefit from their work with the charity. In the current year there are no related party transactions to be reported.

SNAP has no subsidiaries or connected charities but works in partnership with other organisations concerned with the welfare of children and young people with disabilities and their families.

Pay Policy for Senior Staff

The Senior Management Team are the key management personnel of the charity and are in charge of directing and controlling, running and operating the charity on a day-to-day basis.

The pay of the senior staff is reviewed annually and normally increased in accordance with inflation.

Risk Management

The trustees have a risk management strategy which comprises:

- a review of the principal risks and uncertainties that the charity faces are undertaken at every Executive Meeting
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise

This work has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due to ensure sufficient working capital is held by the charity.

Attention has also been focussed on non-financial risks arising from fire, health and safety, safeguarding of children, young people and vulnerable adults. These risks are managed by having robust policies and procedures in place, and regular awareness training for staff and volunteers working in these operational areas.

Reference and Administrative Information

Charity Name:	Special Needs And Parents Limited
Working Name:	SNAP
Charity Registration No:	1077787
Company Registration No:	03805837
Registered Office and Operational Address:	The SNAP Centre, Pastoral Way, Warley, Brentwood, Essex CM14 5WF

Trustees

Suzanne Davies (Chairman)	An accountant, previously she was a partner at a firm of Certified Accountants and worked with a wide range of charitable trusts and institutions.
John McKay (Treasurer) (Resigned March 2016)	An accountant. John's son, William, has special needs.
Paula Hills	Paula started a music therapy charity for pre-school children with special needs in 1993 and is a founder of SNAP. Paula previously co-ordinated the Essex Forum. Paula's second child Oliver is multiply disabled.
Margaret Kiel	A personal and relationship counsellor with 18 years' experience at Relate.
Michael O'Connell	Retired solicitor and a Notary Public.
Ann Pepper	Retired teacher and a governor of the local special needs school.
David Levell	Commercial manager for a European defence organisation with experience of information management solutions.
Julia Gray	A full time mum with two sons. Her eldest son, Archie, has special needs. Previously she worked in the City for several financial companies.
Michael Bishop	An accountant. His career was primarily in financial services and he recently retired as managing director of a major investment management firm.
Stewart McArthur (Appointed January 2016)	A general nurse, children's nurse and Health Visitor who for the last 15 years prior to retirement from the NHS worked at Director level commissioning services for children, young people and maternity in London and Essex.

Staff

Senior Management Team: Hilary Needham, Christina Stubbs, Karen Boath

Family Support: Andrea Pereira, James McKenna, Pamela Kinsella,
Liza Bowring, Bernadette Garrard, Kate Aldridge,
Kat Butler, Alison Tama, Mary Lamb, Laura Morgan

Finance & Fundraising: Jos Hollington, Robert Dennis, Sally Bennett, Jill Ault

Accountants

Tiffin Green, Chartered Accountants, 11 Queens Road, Brentwood, Essex CM14 4HE

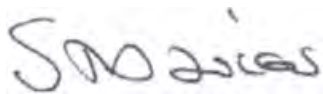
Solicitors

Wortley Byers, Cathedral Place, Brentwood, Essex CM14 4ES

Bankers

CAF Bank Limited, PO Box 289, West Malling, Kent ME19 4TA
NatWest Bank, 46 High Street, Brentwood, Essex CM14 4AN
Lloyds TSB, 47 High Street, Brentwood, Essex CM14 4RN
Virgin Money plc, E-Savings, NEA 3780, Newcastle upon Tyne NE3 4ZE
Shawbrook Bank Ltd, Lutea House, Warley Hill Business Park, Brentwood, Essex CM13 3BE
Cambridge & Counties Bank, Charnwood Court, New Walk, Leicester, LE1 6TE
Hampshire Trust Bank, 131 Finsbury Pavement, London EC2A 1NT

The Report of the Trustees on pages 1 to 14 was approved by the Trustees on 28th June 2016 signed on their behalf by:



Suzanne Davies - Chairman

Independent Examiner's Report to the Trustees of Special Needs And Parents Charitable Company

I report on the financial statements of the company for the year ended 31st December 2015 as set out on pages 17 to 28.

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

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 financial statements. 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 Institute of Chartered Accountants in England and Wales and the Association of Chartered Certified Accountants.

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:

- i. examine the financial statements under section 145 of the 2011 Act;
- ii. to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- iii. to state where 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 financial statements 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:

- a. which gives me reasonable cause to believe that in any material respect the requirements:
 - i. to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - ii. to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 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

- b. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Lee Elsworth ACA, FCCA
Association of Chartered Accountants in England and Wales
Association of Chartered Certified Accountants
Tiffin Green
11 Queens Road
Brentwood
Essex
CM14 4HE

Date: 7th July 2016

Special Needs And Parents Limited - Company No.03805837
Statement of Financial Activities for the year ended 31st December 2015

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31st DECEMBER 2015

		2015	2015	2015	2014	2014	2014
		UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL
NOTE	FUND	FUND	FUND	FUNDS	FUND	FUND	FUNDS
	£	£	£	£	£	£	£
Income and endowments from:							
Donations and legacies	2	168,533	-	168,533	139,015	-	139,015
Charitable activities	4	30,594	204,927	235,521	28,702	205,342	234,044
Other trading activities	3	73,822	-	73,822	114,169	-	114,169
Investments	5	2,803	-	2,803	4,903	-	4,903
Total		275,752	204,927	480,679	286,789	205,342	492,131
Expenditure on:							
Raising funds	7	37,011	-	37,011	39,860	-	39,860
Charitable activities	6	239,896	232,249	472,145	220,015	235,103	455,118
Other	8	8,696	-	8,696	8,388	-	8,388
Total		285,603	232,249	517,852	268,263	235,103	503,366
Net income/expenditure		(9,851)	(27,322)	(37,173)	18,526	(29,761)	(11,235)
Transfers between funds		-	-	-	(263)	263	-
Net movement in funds		(9,851)	(27,322)	(37,173)	18,263	(29,498)	(11,235)
Reconciliation of funds							
Total funds brought forward		371,510	314,622	686,132	353,247	344,120	697,367
Total funds carried forward		361,659	287,300	648,959	371,510	314,622	686,132

The notes on pages 20 to 28 form part of these financial statements.

Special Needs And Parents Limited - Company No.03805837
Balance Sheet as at 31st December 2015

BALANCE SHEET

AS AT 31st DECEMBER 2015

	NOTES	2015		2014	
		£	£	£	£
Fixed assets:					
Tangible assets	12		305,727		326,392
Current assets:					
Debtors	13	8,199		5,064	
Cash at bank and in hand		349,222		375,396	
		<u>357,421</u>		<u>380,460</u>	
Current liabilities					
Creditors-amounts falling due within one year	14	<u>14,189</u>		<u>20,720</u>	
Net current assets			343,232		359,740
Total net assets			<u>648,959</u>		<u>686,132</u>
The funds of the charity:					
Restricted funds			287,300		314,622
Unrestricted funds					
Designated funds			50,000		50,000
General funds			311,659		321,510
Total funds	16		<u>648,959</u>		<u>686,132</u>

For the year ended 31st December 2015 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

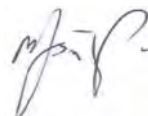
- (i) The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved by the trustee directors on 28th June 2016 and signed on their behalf by:



.....
Suzanne Davies (Chairman)



.....
Michael Bishop (Trustee)

COMPANY REGISTRATION NUMBER: 03805837

The notes on pages 20 to 28 form part of these financial statements.

STATEMENT OF CASH FLOWS

	NOTE	TOTAL FUNDS 2015 £	PRIOR YEAR 2014 £
Net cash used in operating activities	19	<u>(10,289)</u>	16,600
<i>Cash flows from investing activities:</i>			
Interest received		2,803	4,903
Purchase of tangible fixed assets		(18,688)	(5,504)
Net cash expended on investing activities		<u>(15,885)</u>	<u>(601)</u>
Change in cash and cash equivalents in the year		(26,174)	15,999
Cash and cash equivalents brought forward		375,396	359,397
Cash and cash equivalents carried forward		<u>349,222</u>	<u>375,396</u>

The notes on pages 20 to 28 form part of these financial statements.

1: Accounting policies

a: Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with 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 2015) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Companies Act 2006.

SNAP meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value.

The trustees consider that there are no material uncertainties about the company's ability to continue as a going concern.

b: Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparatives was required. No restatements were required.

c: Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been restricted for other purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

d: Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from local government and other grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and not deferred.

No amounts are included in the accounts for services donated by volunteers.

Grants and donations are only deferred where these are restricted and where they are for expenditure to be incurred in future accounting periods, and were received in advance.

e: Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Cost of raising funds comprise the cost of participating in fund-raising events and a proportion of rent and salary costs applicable to fund-raising.
- Expenditure on charitable activities includes the cost of providing children's activities, family counselling, parent training and any overheads attributable to such activities.

- Other expenditure represents those items not falling into any other heading.

Expenditure includes VAT which cannot be recovered and is reported as part of the expenditure to which it relates and, in the case of tangible fixed assets, as part of the cost.

f: Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly relate to charitable activities. Support costs include administrative salaries, office rent, office supplies and professional fees. Such costs have been allocated between expenditure on charitable activities, cost of fund raising and other expenditure as set out in note 7.

g: Tangible fixed Assets and depreciation

Tangible fixed assets costing more than £200 are capitalised.

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life as follows:

New Premises Costs: All expenditure on the New Premises Project is treated as a tangible fixed asset. The cost will be written off over the remaining term of lease from the date the building and refurbishment works were completed in May 2007 (i.e 24 years). The restricted fund for the new premises will be reduced each year by the annual depreciation charge.

Computers and I.T. equipment - 25% per annum straight line.

Fixtures, fittings and equipment - 10% per annum straight line.

h: Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

i: Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a maturity of 12 months or less from the date of acquisition or opening of the deposit account.

j: Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount after allowing for any trade discounts due.

k: Pensions

The charity operates a defined contribution pension scheme for full time employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the SOFA.

l: Donations in Kind

Donations in kind are not included in the financial statements due to the difficulty in quantifying their value.

Special Needs And Parents Limited - Company No.03805837
Accounts for the year ended 31st December 2015

2 INCOME FROM DONATIONS AND LEGACIES

			2015	2014
	UNRESTRICTED	RESTRICTED	TOTAL	TOTAL
	£	£	£	£
Grants and donations (general)	168,245	-	168,245	138,574
Membership fees	288	-	288	441
	<u>168,533</u>	<u>-</u>	<u>168,533</u>	<u>139,015</u>

For details of restricted funds refer to note 16

SNAP received an unrestricted donation of £50,000 from The McKenna Charitable Trust.

3 INCOME FROM OTHER TRADING ACTIVITIES

			2015	2014
	UNRESTRICTED	RESTRICTED	TOTAL	TOTAL
	£	£	£	£
Sale of Christmas cards	1,461	-	1,461	2,019
Sale of other merchandise	166	-	166	210
Other activities	624	-	624	651
Fund-raising	71,571	-	71,571	111,289
	<u>73,822</u>	<u>-</u>	<u>73,822</u>	<u>114,169</u>

Income from other trading activities includes fund-raising which incorporates the activities of the Friends of SNAP, our grass roots fund-raising team

4 INCOME FROM CHARITABLE ACTIVITIES

			2015	2014
	UNRESTRICTED	RESTRICTED	TOTAL	TOTAL
	£	£	£	£
Music	1,500	-	1,500	990
Drama	2,680	-	2,680	2,414
SNAPTASTIC	2,331	-	2,331	2,586
SIBS4FUN	2,390	-	2,390	2,225
SNAP+ Disco	565	-	565	200
Family and Parent Counselling	2,915	-	2,915	3,455
Yoga Club	1,445	-	1,445	1,485
SNAP on a Monday	1,427	-	1,427	1,516
Therapeutic Thursdays	1,710	-	1,710	1,412
SNAP centre sessions	3,806	-	3,806	3,689
SNAP +	600	-	600	390
Parent and professional training	5,086	-	5,086	3,215
Parent yoga	1,735	-	1,735	1,875
Education surgeries	539	-	539	1,198
Photographs	1,865	-	1,865	2,052
Grants and donations (specified)	-	204,927	204,927	205,342
	<u>30,594</u>	<u>204,927</u>	<u>235,521</u>	<u>234,044</u>

5: INCOME FROM INVESTMENTS

			2015	2014
	UNRESTRICTED	RESTRICTED	TOTAL	TOTAL
	£	£	£	£
Interest on bank deposits and fixed term bonds	2,803	-	2,803	4,903

Special Needs And Parents Limited - Company No.03805837
Accounts for the year ended 31st December 2015

6 ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	UNRESTRICTED	RESTRICTED	2015 TOTAL	2014 TOTAL
	£	£	£	£
Childrens' activities	-	14,222	14,222	10,970
Counselling	-	7,689	7,689	6,780
Parent and professional training	-	10,702	10,702	6,037
Library	1,538	500	2,038	1,724
Postage	322	1,547	1,869	847
Office supplies	2,595	5,823	8,418	12,475
Salaries	192,059	143,596	335,655	318,080
Staff & volunteer training	-	2,542	2,542	2,041
Staff recruitment costs	1,469	-	1,469	4,984
Staff and volunteer travel	-	806	806	372
Legal & professional fees	8,907	-	8,907	2,840
Other expenditure	872	1,164	2,036	2,956
Subscriptions	1,518	-	1,518	1,872
Telephone	4,765	4,930	9,695	6,574
Premises costs	9,645	8,890	18,535	27,755
Insurance	2,984	-	2,984	3,490
Website costs	558	-	558	1,157
Computer and database costs	1,070	-	1,070	5,095
Bank charges	629	-	629	503
Photographs	1,450	-	1,450	1,572
Depreciation	9,515	29,838	39,353	36,994
	239,896	232,249	472,145	455,118

7:ANALYSIS OF EXPENDITURE ON RAISING FUNDS

	UNRESTRICTED	RESTRICTED	2015 TOTAL	2014 TOTAL
	£	£	£	£
Costs of fundraising	2,799	-	2,799	11,218
Salaries	29,800	-	29,800	24,956
Office rent	3,000	-	3,000	2,500
Merchandise	1,412	-	1,412	1,186
	37,011	-	37,011	39,860

Special Needs And Parents Limited - Company No.03805837
Accounts for the year ended 31st December 2015

8 ALLOCATION OF TOTAL EXPENDITURE

	BASIS OF ALLOCATION	CHARITABLE ACTIVITIES £	FUND RAISING £	OTHER EXPENSES £	2015 TOTAL £	2014 TOTAL £
Costs directly allocated to activities						
Childrens' activities/counselling	Direct	21,911	-	-	21,911	17,750
Parent and professional training	Direct	10,702	-	-	10,702	6,037
Library	Direct	2,038	-	-	2,038	1,724
Postage	Direct	1,869	-	-	1,869	847
Salaries	Direct	335,655	-	-	335,655	318,080
Staff and volunteer training	Direct	2,542	-	-	2,542	2,041
Staff recruitment costs	Direct	1,469	-	-	1,469	4,984
Staff and volunteer travel	Direct	806	-	-	806	372
Office rent	Direct	3,000	-	-	3,000	2,500
Legal & professional fees	Direct	8,907	-	-	8,907	2,840
Premises costs	Direct	15,147	-	-	15,147	24,860
Equipment repairs and maintenance	Direct	388	-	-	388	395
Subscriptions	Direct	1,518	-	-	1,518	1,872
Telephone	Direct	9,695	-	-	9,695	6,574
Website costs	Direct	558	-	-	558	1,157
Computer costs	Direct	1,070	-	-	1,070	5,095
Photographs	Direct	1,450	-	-	1,450	1,572
Fundraising expenditure	Direct	-	4,211	-	4,211	12,404
Support costs allocated to activities						
Insurance	Usage	2,984	-	485	3,469	3,974
Office rent	Usage	-	3,000	-	3,000	2,500
Meetings	Usage	-	-	180	180	293
Miscellaneous	Usage	2,036	-	13	2,049	2,969
Office supplies	Usage	8,418	-	-	8,418	12,475
Salaries	Staff time	-	29,800	5,000	34,800	29,956
Independent examiners fees:		-	-	-	-	-
Independent examination		-	-	950	950	930
Accountancy		-	-	1,000	1,000	960
Payroll services		-	-	1,068	1,068	708
Bank charges	Usage	629	-	-	629	503
Depreciation	Usage	39,353	-	-	39,353	36,994
		472,145	37,011	8,696	517,852	503,366

9 ANALYSIS OF STAFF COSTS, TRUSTEE REMUNERATION & EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL

	2015 £	2014 £
Wages and salaries	335,213	314,476
Social security costs	25,893	24,865
Employer's pension costs	9,348	8,695
	370,454	348,036

No employees had employee benefits in excess of £60,000 (2014: Nil).

The average number of employees during the year was 17 (2014: 15).

The key management personnel of the charity comprise the trustees, the development manager, the business manager and the families manager. The total employee benefits of the key management personnel were £104,632 (2014: £100,725).

None of the trustees received any remuneration or other benefits neither were they reimbursed for any expenses during the current or previous year.

Special Needs And Parents Limited - Company No.03805837
Accounts for the year ended 31st December 2015

10 STAFF NUMBERS

The average number of employees during the year was as follows:

	2015	2014
Key management	3	3
Family support	10	8
Finance & fundraising	4	4
	<u>17</u>	<u>15</u>

11 PENSION COSTS

The company operates a defined contribution pension scheme in respect of its employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £9,348 (2014: £8,695).

12 TANGIBLE FIXED ASSETS

	LEASEHOLD PREMISES	FIXTURES FITTINGS & EQUIPMENT	COMPUTER EQUIPMENT	TOTAL
	£	£	£	£
Cost:				
At 1st January 2015	381,961	134,391	84,462	600,815
Additions	-	2,104	16,584	18,688
At 31st December 2015	<u>381,961</u>	<u>136,495</u>	<u>101,046</u>	<u>619,503</u>
Depreciation:				
At 1st January 2015	119,362	80,614	74,447	274,423
Charge for the year	15,915	13,534	9,904	39,353
At 31st December 2015	<u>135,277</u>	<u>94,148</u>	<u>84,351</u>	<u>313,776</u>
Net book value				
At 31st December 2015	<u>246,684</u>	<u>42,347</u>	<u>16,695</u>	<u>305,727</u>
At 31st December 2014	<u>262,599</u>	<u>53,777</u>	<u>10,016</u>	<u>326,392</u>

13 DEBTORS

	2015	2014
	£	£
Deposit on new server	-	4,921
Grants receivable	8,503	-
Prepayments	146	143
	<u>8,649</u>	<u>5,064</u>

Special Needs And Parents Limited - Company No.03805837
Accounts for the year ended 31st December 2015

14 CREDITORS-AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Sundry Creditors	3,399	3,533
Provision for car park maintenance	3,000	10,000
Taxes and social security costs	7,790	7,187
	<u>14,189</u>	<u>20,720</u>

15 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	GENERAL FUNDS £	RESTRICTED FUNDS £	TOTAL FUNDS £
Tangible fixed assets	28,718	277,008	305,726
Current assets	347,130	10,292	357,422
Current liabilities	(14,189)	-	(14,189)
	<u>361,659</u>	<u>287,300</u>	<u>648,959</u>

16 MOVEMENT IN FUNDS

	AT 1st JAN 2015 £	INCOME £	EXPENDITURE £	AT 31st DEC 2015 £
Restricted funds				
Capital projects (Note 16a)	306,846	-	(29,838)	277,008
Other restricted funds (Note 16b)	7,776	204,927	(202,411)	10,292
	<u>314,622</u>	<u>204,927</u>	<u>(232,249)</u>	<u>287,300</u>
Unrestricted funds				
General funds	371,510	275,752	(285,603)	361,659
	<u>686,132</u>	<u>480,679</u>	<u>(517,852)</u>	<u>648,959</u>

16a CAPITAL PROJECTS

	AT 1st JAN 2015 £	DEPRECIATION £	AT 31st DEC 2015 £	EXPENDED ON TANGIBLE FIXED ASSETS £
Various donors	547,605	-	547,605	547,605
Less depreciation to date	(240,759)	(29,838)	(270,597)	
	<u>306,846</u>	<u>(29,838)</u>	<u>277,008</u>	<u>547,605</u>

Special Needs And Parents Limited - Company No.03805837
Accounts for the year ended 31st December 2015

		AT			AT
		1st JANUARY	INCOMING	OUTGOING	31st DECEMBER
		2015	RESOURCES	RESOURCES	2015
		£	£	£	£
16b: Other restricted funds					
Donor	Restriction				
ECC Short Breaks	Holiday and after school clubs	-	43,220	43,220	-
ECC Short Breaks	Directory research 2014/16	-	10,000	8,750	1,250
Boshier-Hinton Foundation	Equipment-Arts & crafts	137	-	137	-
ECC Public Health 2013/15	Support to Carers	648	-	648	-
Haslers Foundation	SNAP+	-	1,286	1,286	-
ECC ICCF	Family counselling	-	11,324	8,493	2,831
Paul & Rachel Jeffreys Charitable Trust	Music Making	-	8,000	8,000	-
ECC Carers Grant	Parent counselling & parent yoga	-	10,845	8,134	2,711
NHS Basildon & Brentwood CCG	SNAP's support to children and young people with special needs	-	38,785	38,785	-
NHS Thurrock CCG		-	18,720	18,720	-
ECC SEND	Local Offer consultation	-	5,000	3,750	1,250
ECC Family Innovation Fund 4	Family resilience	3,244	-	3,244	-
ECC Family Innovation Fund 4	Family communication	1,064	-	1,064	-
Council for Disabled Children	Volunteering programme	479	-	479	-
Billericay Round Table	IT suite & library	-	4,190	4,190	-
The Hedley Foundation	IT suite upgrade part 2	2,204	-	2,204	-
Fowler, Smith and Jones Trust	Core operational costs	-	3,000	3,000	-
Baily Thomas Charitable Fund	Core operational costs	-	4,000	4,000	-
The Woodroffe Benton Foundation	Core operational costs	-	1,000	1,000	-
The Childwick Trust	Core operational costs	-	5,000	5,000	-
Essex Community Foundation	Staff costs	-	10,000	10,000	-
The Alchemy Foundation	Staff costs	-	1,000	1,000	-
Marconi Employees Charitable Trust Fund	Summer disco	-	100	100	-
Garfield Weston Foundation	SIBS4FUN2015	-	5,000	5,000	-
The Rank Foundation	SIBS4FUN2015	-	1,000	1,000	-
Moody Charitable Trust	SIBS4FUN2015	-	2,500	2,500	-
The D'Oyly Carte Charitable Trust	SIBS4FUN2015	-	2,500	2,500	-
Charles S French Charitable Trust	Parent & pre-school sessions	-	1,000	1,000	-
The Kathleen Lawrence Charitable Trust	Parent & pre-school sessions	-	1,000	1,000	-
PF Charitable Trust	Parent & pre-school sessions	-	1,000	1,000	-
Persimmon Homes Ltd	Parent & pre-school sessions	-	1,000	1,000	-
The Albert Hunt Trust	Parent & pre-school sessions	-	1,000	1,000	-
The David Solomons Charitable Trust	Parent & pre-school sessions	-	1,000	-	1,000
Dorothy Pamela Smith Charity	Parent & pre-school sessions	-	1,000	-	1,000
Sir Jules Thorn Charitable Trust	Parent & pre-school sessions	-	750	750	-
The Augustine Courtauld Trust	Parent & pre-school sessions	-	500	500	-
The James Wise Charitable Trust	Parent & pre-school sessions	-	250	-	250
Souter Charitable Trust	Parent & pre-school sessions	-	3,000	3,000	-
The Geoff & Fiona Squire Foundation	Parent & pre-school sessions	-	2,000	2,000	-
The Wessex Charitable Trust	Parent & pre-school sessions	-	3,000	3,000	-
The Fence Club	Toys	-	987	987	-
Foresters Fund for Children	Toys & Equipment	-	300	300	-
The Lions Club of Romford	Air hockey table	-	670	670	-
		7,776	204,927	202,411	10,292

17 RESERVES POLICY

The charity's reserves and its policy are set out as follows:

	Current Year: 2015	Previous Year: 2014
Unrestricted Funds	£311,659	£321,510
Designated Funds (Building Refurbishment)	£50,000	£50,000
Restricted Funds	£287,300	£314,622
Total Funds	£648,959	£686,132
Ratio of Unrestricted and Designated Reserves to Annual Operating Expenditure	0.70 (8.40mths)	0.74 (8.88mths)

In the Trustees' view, the reserves should provide the charity with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future.

The trustees propose to maintain the charity's unrestricted reserves at a level which is equivalent to nine months operational expenditure and have done so having regards to its manner of operation and likely funding streams.

The trustees review the amount of reserves that are required to ensure that they are adequate to fulfil the charity's continuing obligations at each executive meeting.

18 TRUSTEES' REMUNERATION AND EXPENSES

Charity funds have been used to purchase trustees indemnity insurance at a cost of £484, as permitted by the charity's Articles of Association.

No trustees nor any persons connected with them received any remuneration or expenses during the current or previous year.

19 RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2015 £	2014 £
Net movement in funds	(37,173)	(11,235)
Add back depreciation charge	39,353	36,994
Deduct interest income shown in investing activities	(2,803)	(4,903)
(Increase) in debtors	(3,135)	(5,064)
(Decrease)/Increase in creditors	(6,531)	808
Net cash used in operating activities	<u>(10,289)</u>	<u>16,600</u>