



Annual Report and Accounts



Special Needs And Parents

2020

For the year ended
31st December 2020

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



Special Needs And Parents

**REPORT OF THE TRUSTEES FOR THE PERIOD ENDED
31st DECEMBER 2020**

CONTENTS

Report of the Trustees Including Chairman's Review	1 - 2
Objectives and Activities	3 - 5
Achievements and Performance	6 - 10
Financial Review	11 - 12
Plans for Future Periods and Going Concern	12 - 13
Structure, Governance and Management	13 - 15
Reference and Administrative Information	15 - 17
Independent Examiner's Report to the Trustees of Special Needs And Parents Charitable Company	18 - 19
Statement of Financial Activities	20
Statement of Financial Position as at 31st December 2020	21
Statement of Cash Flows	22
Notes to the Accounts	23 - 30

Report of the Trustees for the year ending 31st December 2020

The Trustees are pleased to present their annual directors' report and financial statements of the charity for the year ended 31st December 2020 which are also prepared to meet the requirements of 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

At the end of my report last year I offered my thanks to every member of the SNAP team who "demonstrate day after day the reason why SNAP is an exemplar in its field, copied by others, but never bettered."

A year later I am pleased to confirm that not only did SNAP rise to the challenge of COVID-19, they once again excelled.

Despite having to close the Centre on 23rd March 2020, SNAP has continued to support Essex families with children and young people who have any special needs and disability, but very differently. SNAP provided vital support to families facing the most challenging times with lockdown, school closures, restricted access to medical support and the removal of key support services elsewhere.

We enacted our business continuity plan and within 24 hours all staff had online access at home and there was no interruption to any service delivery. Due to the closure of the Centre some of the team were initially placed on furlough but this was reviewed continuously and they returned to work as soon as we were able to bring them back.

During 2020 we took 2,379 helpline calls and 4,917 helpline e-mail enquiries showing how vital these were as a means of reaching us when there was no opportunity to meet in person.

All services moved to remote access only, and but within a very short space of time we were offering:

- Counselling where 813 sessions took place via Zoom or over the phone since March 2020
- Yoga – where 50 sessions took place via Zoom
- Music therapy - where 20 sessions took place via Zoom before we returned to face-to-face sessions in September 2020
- 14 parent training sessions including *ASD and the Impact of COVID-19*, *Developing Independence and Self-Esteem*, and *An Anxious Return to a New Normal*

Our online presence meant that families who would not usually have access to SNAP services were able to join our Friday morning Facebook Live sessions and Specialist Parent Talks and Workshops.

2020 saw a major curtailment of our community fundraising and as the impact of COVID-19 was felt by corporate supporters, our previous financial forecast for the year was adjusted. I

am pleased to say that with the help of some of our major supporters we received substantial grants that allowed us to continue to provide services, without having to make any significant changes to our plans for the year. Our fundraising team(s), both Trusts/Grants and Community and Corporate, work ceaselessly to ensure we can match our desire to provide services with appropriate income to deliver it. We have reviewed our budgets for 2021 and beyond, and we are confident that despite challenging circumstances, our financial stability is sustainable.

As a board we undertake an annual evaluation of all policies and key governance measures as recommended by the Charity Commission to ensure that we are best placed to support the work of the team at SNAP and give them the ability to continue to excel in supporting our families. During 2020 we held two specialist training sessions for all Trustees to ensure that we remain focused on compliance, governance, strategy and support for the Senior Team.

During 2020 we had one resignation from the Board, James Preston. James has offered to remain a Safeguarding subject matter expert for SNAP. We were very pleased to welcome Stuart Hulbert to the Board in October 2020. Stuart brings his considerable experience in the Insurance sector to SNAP, something that will further enhance our skills as a team. I would like to thank James and Stuart but also the whole Board for their support of me and the team at SNAP as we work together to fulfil our objectives.

The external evaluation report that we undertook in 2019 was published in 2020 and it asked families and stakeholders the question “What makes SNAP so effective?” The answers were:

- Strong, good quality leadership: Living the values and ethos, ‘walking the walk’, setting the tone
- Good recruitment and employing people who have been there themselves, or have very good empathy with the parents/carers
- Genuine and enduring dedication to the work – staff are prepared to go above and beyond
- Care and warmth towards the parents/carers and children/young people
- Constantly striving to improve
- Resourceful e.g. doing so much with relatively little money
- Genuine concern and compassion
- Passion and genuine in wanting to keep things going in the right direction
- The quality and dedication of the volunteers.

I don’t think my conclusion could follow a better summary of what makes SNAP so unique. My thanks once again go to every member of the SNAP team, whether our dedicated members of staff or our tremendous volunteers and fundraisers, whose hard work meant the outcomes for our families in 2020 were remarkable. In these unprecedented times I hope that they realise how very exceptional they are.

Mandy Carr
Chair

Objectives and Activities

Parent and family support is central to the purpose of the charity. SNAP seeks to inform and encourage parents of children and young people who have special needs and disabilities, which enables them to grow in strength and knowledge. The focus is on enhancing the balance between caring and parenting whilst maintaining family life and enabling positive adjustments for siblings. Retaining control is one of the key outcomes for the whole family.

In the course of interaction with statutory funders, care providers, local authorities and other agencies, SNAP utilises its hands-on experience to advocate that the needs of the child and family are fully understood. The objective is to inform decision makers of the support required by SNAP families.

To deliver the charity's vision SNAP provides a safe environment offering a wide range of support and specialist services, achieving an outcome of increased resilience and empowerment within our families. The Trustees carefully consider how planned activities will contribute to the aims and objectives they have set.

In shaping objectives for the year and planning activities the Trustees have referred to the Charity Commission's general guidance on public benefit. SNAP is very conscious that it relies on grants, donations and income from fees to cover its operating costs and it is essential that we provide excellent outcomes for our families in a cost-effective manner. Our fee structure reflects that affordable access to our services is extremely important to us and our families.

To ensure SNAP's work remains focused on our stated aims and objectives, performance and outcomes are continuously monitored. The 2020 annual report gives details of the charity's services, its achievements, performance and how it has benefited the people it is set up to help. SNAP systematically seeks feedback from our families which, along with monitoring and evaluation, indicates we are providing essential and high-quality services and activities.

Strategies employed to achieve our objectives:

- 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 and support for siblings

Services and Support

The Pandemic required SNAP to operate in a different way dictated by the restrictions caused by COVID-19. The team demonstrated enormous energy in seeking new ways to provide services for our families, preventing lives being damaged by addressing head on isolation and loneliness, providing regular and important information as the situation unfolded and at all times being aware of the potential for wellbeing issues caused by the pandemic.

The Trustees were fully engaged in discussing and reviewing the services and support offered by SNAP to ensure they were relevant and continued to meet the needs of our families.

Parents and Carers

From March 2020 the majority of these services were offered remotely or held via online platforms.

Information, advice and support is provided by way of:

Helpline, E-mail and Telephone Support the SNAP helpline is open from 9.00am to 4.00pm 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.

Counselling is provided by trained counsellors and offered to parents and/or the whole family where they would benefit from this service.

Parent and Professional specialist talks, workshops and focus events with opportunities to network with other families and representatives of related organisations.

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 **Information Network** updates parents regularly by email with information and opportunities relevant to their specific circumstances.

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

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



Children and Young People

From March 2020 the majority of these services were offered remotely or held via online platforms. During the easing of lockdown in summer 2020 small group and individual family sessions were offered at The SNAP Centre alongside the on-going virtual sessions.

We offer a wide range of facilities and activities encompassing both term-time and holiday sessions.

Specialist Equipment and Facilities including a multi-sensory room, a multi-sensory wall and a specialist 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 feel at ease helping to reduce feelings of isolation.



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. In 2020 SIBS4FUN was adapted to a hybrid service mixing online sessions and small bubbles of children accessing the Centre at least twice during the week.

Volunteers

Lockdown naturally meant that for significant periods volunteers have not been able to come into the Centre. However, whenever lockdown has been relaxed our volunteers have stepped up and provided invaluable help to the SNAP family support and fundraising teams. Without such dedicated and skilled 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. Our Trustees devote significant amounts of their time to supporting SNAP on a voluntary basis in a variety of ways.



Achievements and Performance

The environment for funding SNAP's activities remains challenging and post-COVID we expect this to continue. Local authorities and other funders have restrictions on the funds they are able to make available. Against this background the Trustees, management team, staff and volunteers continue to seek new and innovative opportunities to develop our fundraising base as set out in our fundraising plan.

The success of our fundraising efforts has enabled us to continue developing and enhancing the services offered to children, young people and their parents.

2020 Achievements

- SNAP has responded superbly to the organisational, financial and resourcing challenges posed over the last year ensuring a continuity of provision across a wide range of services.
- Adapting SNAP's service provision to the COVID pandemic situation. Ensuring that the closure of the Centre and moving service provision online did not detract from the support offered to families.
- Reinforcing the message that SNAP is not only an essential provider and resource centre in Essex but is also intent on providing services for the long-term no matter the circumstances.
- Re-aligned the business plan to ensure its relevance in the COVID-19 situation and beyond to support our families.
- Implemented the outcomes of the 2019 external review of SNAP support for families and developing ways to measure the long-term impact of SNAP services.
- Reviewed the functionality and utility of the IT suite. Replacing PCs, iPads, interactive touch screens and other essential equipment.
- Following a generous donation and some grants SNAP replaced the very well used and worn outside terrace flooring and awning.
- The Coronavirus Family Guide was circulated widely across several platforms with regular updates provided during the year to support families.
- Introduced, enhanced and reinvented online services for children and young people including the very popular Friday morning Facebook Live "Radio SNAP".
- Developed regular webinars for parents and carers that ensured continuity of the training and guidance sessions previously offered in the Centre.
- Sought and developed new sources of fundraising as many of our current avenues of funding have been severely curtailed during the pandemic. Many of our traditional funders have increased their support in recognition of the major impact lockdown and other constraints have on our revenue streams.

"Your sessions have been an absolute gift to both my son and me. Such a tonic and life always feels easier and happier with you guys in our home!"

2021 Aspirations

- Return to business as usual as soon as COVID-19 and lockdown allow, and in the meantime continue the hybrid offering of online services alongside small groups at the centre.
- Re-evaluate current service delivery mechanisms, developing the offering in light of the experience gained during lockdown. Consideration of the long-term changes required.
- Review business plan to ensure that long-term service delivery objectives align with financial management planning.
- Review the functionality of the Website and mobile access. Ensure it is fit for purpose and user friendly.
- Sustain and develop relationships with our supporters and volunteers.
- Refocus fundraising seeking new sources of funds as well as recognising the economic conditions our supporters will face in 2021.
- Continue to monitor the health and wellbeing of staff who have dealt so well with the very difficult circumstances of the last year.

Outcomes:

- Reduced isolation and improved networks of support for the whole family
- Improved access to information and strategies, which increases understanding and ability to effectively advocate for the needs of children and young people who have special needs and disabilities
- Increased parents/carers confidence, empowerment and ability to engage with statutory and voluntary service providers, medical professionals and other families
- Greater self-reliance, independence and ability to ensure that children and young people with special needs and disabilities get the best possible support
- Increased resilience, mental health and overall feeling of wellbeing across the family
- Improved communication skills, self-esteem and social interaction for children and young people with special needs and disabilities
- Enhanced support for siblings to deal with the challenges they face and give them opportunities to develop relationships with other children and young people experiencing similar circumstances
- Increased understanding by professional bodies, including statutory and other voluntary sector organisations, of the support that SNAP families require

“Thank you - you always give me so many good ideas and tips when we talk. Everyone at SNAP has really helped me to start learning about my son and see things from his perspective. I can’t thank you all enough.”

SNAP's support is holistic and evolves over time, in response to the level of need and age of the children and young people with special needs and disabilities. SNAP recognises the changes and demands that families encounter as their children grow older. Families develop new skills and resilience with the knowledge that SNAP is always there when needed.

SNAP actively seeks the views and opinions of our families to help measure the impact of services and to assist in the development and planning of future provision.

Impact:

- Parents/Carers are more resilient and empowered, are able to make confident, informed choices to help their children and young people with special needs and disabilities and their siblings
- Children and young people with special needs and disabilities and their siblings experience improved social inclusion as a result of the confidence and self-esteem gained at SNAP
- Older children and young people return to SNAP to volunteer at the activities from which they have benefitted. The skills acquired through volunteering also provide experiences that develop independence, life skills and support future life choices in education and training.

“SNAP’s experience and words of wisdom worked wonders and continue to do so every day. They have provided us with endless amounts of information whether it be in person, from their library or during a specialist workshop. Every week the team at SNAP would watch the kids while I fitted a hot cup of tea in with some adult conversation. We would never be able to give back to SNAP what they have given to us.”



'SNAP' Shot - Number of Families with Children and Young People who have any Special Need and Disability Supported in 2020

Year on year there is increasing demand from families for SNAP's services.

2,710

Essex families

344

New families registered

3,389

Children and young people with special needs and disabilities



2,379

Helpline Phone Calls



4,917

Helpline Emails

664

Participants in training courses and talks



414

Children and young people attended holiday services and individual sessions



161

Sibling young carers



211

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



355

Face-to-face parent advice appointments

3,170

Hours of children's services attended

1,038

Counselling sessions for parents and families

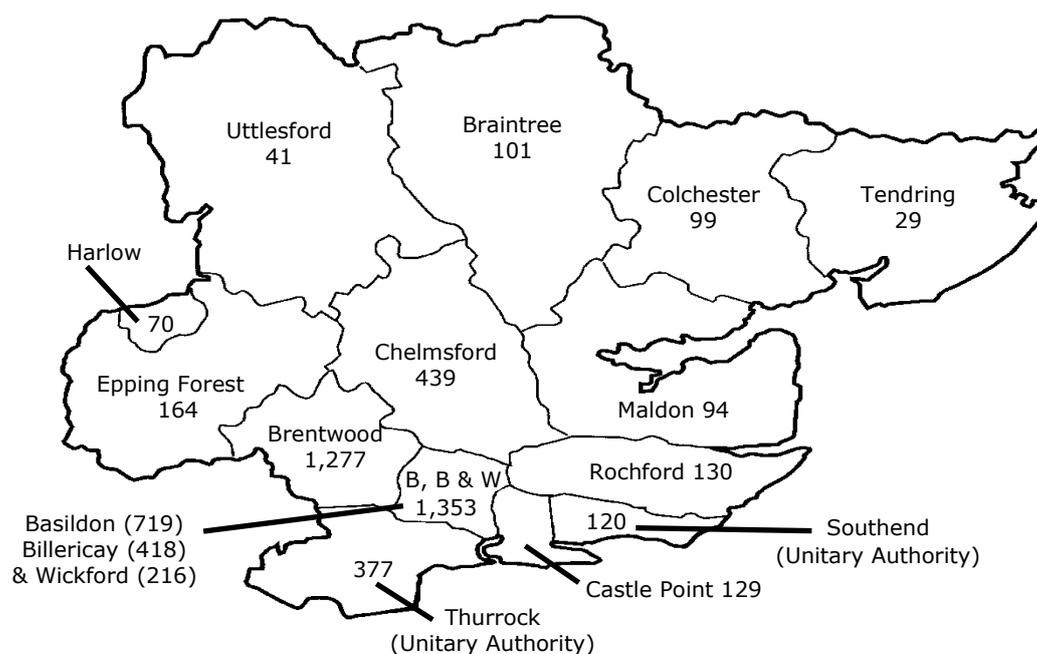
Profile of Children's Special Needs

Below is a statistical profile according to diagnosis of the 6,220 children with special needs currently registered with SNAP (of those 3,389 were supported in 2020). In total there are 10,502 recorded diagnoses for the children because some children are diagnosed as having more than one disability.

DIAGNOSIS	No.	%	DIAGNOSIS	No.	%
Autistic spectrum disorder	3,647	35	Behavioural difficulties	296	3
ADD/ADHD	1,337	13	Sensory processing disorder	266	3
Speech & language difficulties	674	6	Epilepsy	251	2
Developmental delay	520	5	Cerebral Palsy	229	2
Dyslexia	431	4	Rare conditions	189	2
Mental health issues	397	4	Visual Impairment	168	2
Learning difficulties	368	3	Chromosome disorders	134	1
Dyspraxia	339	3	Down syndrome	120	1
Physical disability	297	3	Hearing impairment	112	1
Other conditions including brain/spine/genetic/heart disorders			727	7	

Area of Benefit

There were 5,013 Essex families registered with SNAP at 31st December 2020 (of those 2,710 were actively supported during the year). The map shows the Essex County Council districts in which 4,423 of these families live:



In addition to the above 4,423 families, we also have 590 Essex families who live in the following towns: Barking 4; Dagenham 18; Hornchurch 123; Ilford 28; Rainham 35; Romford 296; Upminster 86.

Financial Review

The trustees are pleased to report that Lee Elsworth FCCA, ACA 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. SNAP has a robust 3-year Business and Fundraising Plan in place and budgets are reviewed against actual income at each Executive meeting to ensure the charity's long-term financial stability is sustainable. There was a substantial impact on our community fundraising in 2020 due to COVID-19 but we received grants which allowed us to continue to provide our services.

The ongoing effect on our income for 2021 due to COVID-19 is uncertain so we have made some realistic and achievable assumptions about our predicted income which has unfortunately left us with an estimated budget deficit of £89,500.

Budget – The budget for 2021 is for expenditure of £686,000 including £38,000 of depreciation of our tangible assets. The income forecast for 2020 is £596,500.

Reserves – At 31st December 2020 SNAP's unrestricted reserves were £521,599 including a designated reserve of £50,000. See Notes to the Accounts – Reserves Policy on page 30.

Income 2020

Statutory Funding – Principal statutory funding sources for the year were NHS Clinical Commissioning Groups, Essex County Council Short Breaks funding and Brentwood Borough Council (COVID-19 funding).

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 Foundations, individuals, businesses, Rotary clubs, Lodges, Round Tables, 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 and Blue Seriff who support our website.

OUR ENORMOUS THANKS TO ALL OUR SUPPORTERS

During 2020 our charity partnerships with local retailers and businesses continued to develop. Our many supporters in the local community arranged and participated in a huge variety of activities. Our 'in-house' events team working with our ambassadors and supporters were extremely busy in arranging and participating in a range of events.

We offer a big thank you to everyone who participated and supported SNAP in this way. As a result, we had another extremely busy and rewarding year.

Activities included:

Sponsored Events including:
Virtual and actual Walks, Fun Runs, Half Marathons & Marathons
2.6 Challenge • Golf Days • Curry Nights
Virtual social events including Zoom Quiz Nights & Wine/Gin Tasting Events
Raffles • Hamper Draws • 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.

Plans for Future Periods

During the pandemic SNAP had to adapt services to continue to support the maximum number of families. The development of virtual sessions enabled SNAP to help families that hadn't accessed services before. Online services were comprehensive and reached out to children who historically have found it difficult to take part in a SNAP event – e.g. Sensorise sessions included children in local hospitals.

SNAP is here for the long term and this means that to continue providing our full range of services and activities detailed long term planning is required.

SNAP has developed and implemented a rolling 3-year business plan cycle. The plan for 2021 to 2023 covers each area of the charity's activities and operation. The Business Plan is reviewed regularly at Trustee meetings.

Our development of technology and communication methodologies has resulted in changes to the way families can interact with SNAP. We have seen significant increases in the use of email and website hits enabling more families to effectively gain access to the help they require. Circumstances over the last year have shown just how important it is for SNAP to be an effective communicator across all mediums.

Following the closure of the Centre in March 2020 due to COVID-19, we introduced new services using web-based tools such as Zoom and also moved the majority of existing services onto Zoom. This is something that we will monitor and consider as an on-going method for increasing our reach alongside established services. SNAP recognises how important face-to-face contact is to our families, during the easing of lockdown limited SNAP Centre services were reintroduced and will be expanded in line with Government advice.

Going Concern, Post Balance Sheet Event

In March 2020, in response to the COVID-19 pandemic the UK Government, in line with many other countries, imposed a countrywide lockdown for all except essential services. This had a major impact on SNAP as families and staff could no longer attend the Centre. As a consequence, SNAP successfully implemented its Business Continuity Plan, including home working for all staff.

Staff are able to support and interact with families while working from home. The Family

Services Team are able to take calls, maintain the directory, offer phone counselling sessions and basically operate services that do not require face-to-face on-site contact. The Finance and Fundraising team are also able to carry out many of their day-to-day functions as normal whilst working from home.

Contact has been maintained with our major funders all of whom are extremely supportive and pledged their continued financial support during the crisis.

Our community fundraising is the area most impacted by the shutdown. At this point it is not possible to establish what the full year loss of revenue will be.

During 2020 where necessary staff who could not work from home were furloughed. The UK Government funded 80% of their salaries. After evaluating the potential cost SNAP decided to continue paying the staff affected the remaining 20% of their income from March until the end of May. After this they received 80% of their salary. At the time of this report all staff have returned to work and are no longer furloughed.

The Trustees have considered the consequences of COVID-19 and other events and conditions. Since SNAP has healthy reserves, it has determined that they do not create a material uncertainty that casts significant doubt upon SNAP's ability to continue as a going concern.

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 344 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.

At the end of 2020 there were eleven trustees on our Executive Committee. It has a balanced mix of parents of children with disabilities and members of the community with relevant experience.

The Executive Committee conducts an annual corporate governance code formal evaluation of the Executive Committee and individual trustees.

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 19 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.

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 standing sub-committees covering Finance and Remuneration, Fundraising and Safeguarding. Other sub-committees are constituted as appropriate to review specific topics. In the past this has included areas such as GDPR. Other Trustees support the Senior Management Team as subject matter experts when required, an example of this being Safeguarding.

The 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 services for SNAP families, financial management and HR and employee relations.

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.

Remuneration Policy for Senior Staff

As the key personnel within the charity, the Senior Management Team is in charge of directing, controlling, running and operating the charity on a day-to-day basis.

The remuneration of staff including the senior team is reviewed annually by the Remuneration Committee and considers prevailing inflation rates, changes in responsibility and the charity's financial resources. The Remuneration Committee's recommendations are submitted to the full Executive Committee for approval.

Risk Management

The trustees have a risk management strategy which comprises:

- the principal risks and uncertainties that the charity faces are updated by the management team and presented to the Executive committee at every Executive Meeting, for review and discussion
- 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

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

Mandy Carr (Chair)	An experienced HR Consultant who established her own HR Company in 2008 and has experience as a School Governor/Academy Trust Director and as a Pension Fund Trustee.
Stephen Wall (Vice-Chair)	A retired founder and Managing Director of a water management company which was primarily engaged by social housing landlords to maintain safe water systems.
Michael O'Connell (Treasurer)	Retired solicitor and Notary Public.
Paula Hills	Founder of a music therapy charity for pre-school children with special needs in 1993 and a founder of SNAP. Paula previously co-ordinated the Essex Forum. Paula's second child Oliver is multiply disabled.
Suzanne Davies	An accountant, previously she was a partner at a firm of Certified Accountants and worked with a wide range of charitable trusts and institutions.
Julia Gray	A full-time mum with two sons. Her eldest son, has special needs. Previously she worked in the City for several financial companies.
Michael Bishop (Resigned 23 rd April 2021)	An accountant. His career was primarily in financial services until he retired, he was Managing Director of a major investment management firm. He currently holds directorship posts in Investment organisations.
Stewart McArthur	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.
James Preston (Resigned 25 th Nov 2020)	A Senior Operations Manager for multiple government funded contracts across the South East of England for a large public sector provider. James has three children with special educational needs who have all accessed SNAP services.
Paul Deller Ray	A Registered Social Worker with 30 years' experience across Children, Adults and Families Social Care, both in the statutory and voluntary sectors.
Stuart Hulbert (Appointed 5th Oct 2020)	A Chartered Insurance Broker and Joint Managing Director of a Chartered Insurance broking firm based in Brentwood that specialises in advising and arranging insurance for the care and social welfare sector.

Staff

Senior Management Team: Christina Stubbs and Karen Boath

Family Support Pam Kinsella, Kate Batson,
Andrea Pereira, Liza Bowring, Berni Garrard, Mary Lamb
Paula Hollingworth, Dale Kerr, Michelle Dawes
Alex Taylor, Allister Smith

Finance & Fundraising Sara Clifton, Michelle Andrews
Robert Dennis, Sally Hetherington
Jill Ault, Sam Tandy, Callum Boath, Richard Tyne

The Fundraising and Finance Team continue to provide invaluable day-to-day support to the family team with their expertise on the monitoring and evaluation of services, IT, website and social media platforms.

Honorary Life President

Hilary Needham MBE Founder, Chairman (1994 - 1998) and Manager (1998 - 2017)

Accountants

Tiffin Green Limited, Chartered Accountants, Swan House, 9 Queens Road, Brentwood, Essex CM14 4HE

Solicitors

Tees incorporating 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 19 was approved by the Trustees on signed on their behalf by:



Mandy Carr (Chair)
13th May 2021

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

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Special Needs and Parents Limited ('the charitable company') for the year ended 31st December 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes.

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.

Responsibilities and basis of report

As the trustees of charitable company you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Lee Elsworth ACA, FCCA
Tiffin Green Limited
Swan House
9 Queens Road
Brentwood
Essex
CM14 4HE

Date: 18th May 2021

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31st DECEMBER 2020

		2020	2020	2020	2019	2019	2019
		UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL
NOTE	FUND	FUND	FUND	FUNDS	FUND	FUND	FUNDS
		£	£	£	£	£	£
Income and endowments from:							
Donations and legacies	2	302,318	-	302,318	147,188	-	147,188
Charitable activities	4	24,463	349,702	374,165	50,772	360,060	410,832
Other trading activities	3	37,389	-	37,389	67,645	-	67,645
Investments	5	3,723	-	3,723	3,832	-	3,832
Total		367,893	349,702	717,595	269,437	360,060	629,497
Expenditure on:							
Raising funds	7	53,075	-	53,075	47,591	-	47,591
Charitable activities	6	184,155	372,618	556,773	197,170	380,847	578,017
Other	8	3,270	-	3,270	3,108	-	3,108
Total		240,500	372,618	613,118	247,869	380,847	628,716
Net income/expenditure		127,393	(22,916)	104,477	21,568	(20,787)	781
Transfer between funds		-	-	-	-	-	-
		127,393	(22,916)	104,477	21,568	(20,787)	781
Reconciliation of funds							
Total funds brought forward		394,206	235,311	629,517	372,638	256,098	628,736
Total funds carried forward	17	521,599	212,395	733,994	394,206	235,311	629,517

The notes on pages 23 to 30 form part of these financial statements.

STATEMENT OF FINANCIAL POSITION

AT 31st DECEMBER 2020

	NOTES	2020		2019	
		£	£	£	£
Fixed assets:					
Tangible assets	12		237,520		247,684
Current assets:					
Debtors	13	649		559	
Fixed term bank deposits	14	247,190		206,848	
Cash at bank and in hand		266,507		188,707	
		<u>514,346</u>		<u>396,114</u>	
Current liabilities					
Creditors-amounts falling due within one year	15	<u>17,872</u>		<u>14,281</u>	
Net current assets			496,474		381,833
Total net assets			<u>733,994</u>		<u>629,517</u>
The funds of the charity:					
Restricted funds			212,395		235,311
Unrestricted funds					
Designated funds			50,000		50,000
General funds			471,599		344,206
Total funds	17		<u>733,994</u>		<u>629,517</u>

For the year ended 31st December 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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;

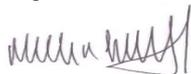
The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

Approved by the trustee directors on 13th May 2021 and signed on their behalf by:



.....
Mandy Carr (Chair)



.....
Michael O'Connell (Treasurer)

COMPANY REGISTRATION NUMBER: 03805837

The notes on pages 23 to 30 form part of these financial statements.

Statement of Cash Flows as at 31st December 2020

STATEMENT OF CASH FLOWS

	TOTAL FUNDS	PRIOR YEAR
NOTE	2020	2019
	£	£
Cash flows from operating activities		
Net cash used in operating activities	21 <u>136,115</u>	<u>27,045</u>
Cash flows from investing activities:		
Purchase of tangible fixed assets	<u>(21,696)</u>	<u>(21,335)</u>
Interest received	<u>3,723</u>	<u>3,832</u>
Invested in short term bank deposits	<u>(40,342)</u>	<u>(2,315)</u>
Net cash expended on investing activities	<u>(58,315)</u>	<u>(19,818)</u>
Change in cash and cash equivalents in the reporting period	77,800	7,227
Cash and cash equivalents at the beginning of the reporting period	<u>188,707</u>	<u>181,480</u>
Cash and cash equivalents at the end of the reporting period	<u><u>266,507</u></u>	<u><u>188,707</u></u>

The notes on pages 23 to 30 form part of these financial statements.

1: Accounting policies

a: General information and basis of preparation

Special Needs and Parents is a private company limited by guarantee incorporated in England and Wales and a registered charity in the United Kingdom. The registered office and operational address is The SNAP Centre, Pastoral Way, Warley, Brentwood, Essex CM14 5WF.

The financial statements have been prepared under the historical cost convention and in accordance with the 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) (as amended for accounting periods commencing from 1st January 2016) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £1.

b: 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.

c: 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.

d: 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.

e: 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 8.

f: 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.

g: 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.

h: 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 3 months or less from the date of acquisition or opening of the deposit account.

i: 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.

j: 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.

k: Donations in Kind

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

l: Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Such financial instruments are initially recorded at transaction value and subsequently measured at their settlement value.

Accounts for the year ended 31st December 2020

NOTES TO THE ACCOUNTS

2: INCOME FROM DONATIONS AND LEGACIES

	UNRESTRICTED		RESTRICTED		2020		2019	
	£		£		£		£	
Grants and donations	302,046		-		302,046		146,861	
Membership fees	272		-		272		327	
	302,318		-		302,318		147,188	

Grants and donations for 2020 include grants of £122,291 received in respect of COVID-19

3: INCOME FROM OTHER TRADING ACTIVITIES

	UNRESTRICTED		RESTRICTED		2020		2019	
	£		£		£		£	
Sale of Christmas cards	524		-		524		1,676	
Sale of other merchandise	-		-		-		83	
Other activities	401		-		401		530	
Fundraising	36,464		-		36,464		65,356	
	37,389		-		37,389		67,645	

The decrease in Fundraising income in 2020 is due to the cancelling of events as a result of COVID-19 restrictions.

4: INCOME FROM CHARITABLE ACTIVITIES

	UNRESTRICTED		RESTRICTED		2020		2019	
	£		£		£		£	
Music	964		-		964		1,370	
Drama	2,771		-		2,771		2,015	
SNAPTASTIC	555		-		555		1,885	
SIBS4FUN	1,295		-		1,295		2,962	
SNAP+ Disco	138		-		138		684	
Family and Parent Counselling	11,018		-		11,018		10,125	
Yoga Club	2,070		-		2,070		1,985	
SNAP on a Monday	440		-		440		1,798	
Therapeutic Thursdays	410		-		410		980	
SNAP centre sessions	983		-		983		3,737	
SNAP +	90		-		90		755	
Parent and professional training	3,430		-		3,430		21,520	
Parent yoga	225		-		225		860	
Photographs	75		-		75		96	
Grants and donations (specified)	-		349,702		349,702		360,060	
	24,463		349,702		374,165		410,832	

Activities for children, young people and parents are provided at The SNAP Centre (and during the pandemic remotely) and SNAP requests that parents pay a small voluntary contribution towards the general running costs of the charity.

Charitable services saw a decline in income due to a decrease in attendance caused by lockdown restrictions.

5: INCOME FROM INVESTMENTS

	UNRESTRICTED		RESTRICTED		2020		2019	
	£		£		£		£	
Interest on bank deposits and fixed term bonds	3,723		-		3,723		3,832	

Accounts for the year ended 31st December 2020

6: ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	UNRESTRICTED	RESTRICTED	2020 TOTAL	2019 TOTAL
	£	£	£	£
Childrens' activities	-	17,693	17,693	18,488
Counselling	-	14,097	14,097	15,028
Parent and professional training	-	20,875	20,875	27,733
Library	-	1,951	1,951	370
Postage	-	5,394	5,394	735
Office supplies	-	1,208	1,208	4,245
Salaries	167,460	231,076	398,536	414,570
Staff & volunteer training	-	1,214	1,214	3,583
Staff recruitment costs	2,476	-	2,476	-
Staff and volunteer travel	-	-	-	741
Legal & professional fees	-	-	-	1,206
Other expenditure	772	-	772	2,580
Subscriptions	-	2,118	2,118	2,083
Telephone	-	6,780	6,780	8,863
Premises costs	1,546	29,377	30,923	29,069
Insurance	698	2,790	3,488	3,334
Website costs	-	-	-	7,237
Computer and database costs	1,724	6,898	8,622	651
Bank charges	424	-	424	645
Governance costs	5,738	2,604	8,342	6,946
Depreciation	3,317	28,544	31,860	29,910
	184,155	372,618	556,773	578,017

7:ANALYSIS OF EXPENDITURE ON RAISING FUNDS

	UNRESTRICTED	RESTRICTED	2020 TOTAL	2019 TOTAL
	£	£	£	£
Costs of fundraising	3,477	-	3,477	3,555
Salaries	48,750	-	48,750	40,852
Office rent	750	-	750	3,000
Postage	98	-	98	184
	53,075	-	53,075	47,591

Accounts for the year ended 31st December 2020

8: ALLOCATION OF TOTAL EXPENDITURE

	BASIS OF ALLOCATION	CHARITABLE ACTIVITIES £	FUND RAISING £	OTHER EXPENSES £	2020 TOTAL £	2019 TOTAL £
Costs directly allocated to activities						
Childrens' activities/counselling	Direct	31,790	-	-	31,790	33,516
Parent and professional training	Direct	20,875	-	-	20,875	27,733
Library	Direct	1,951	-	-	1,951	370
Postage	Direct	5,394	98	-	5,492	919
Salaries	Direct	398,536	-	-	398,536	414,570
Staff and volunteer training	Direct	1,214	-	-	1,214	3,583
Staff recruitment costs	Direct	2,476	-	-	2,476	-
Staff and volunteer travel	Direct	-	-	-	-	741
Office rent	Direct	-	750	-	750	3,000
Legal & professional fees	Direct	-	-	-	-	1,206
Premises costs	Direct	28,920	-	-	28,920	25,615
Equipment repairs and maintenance	Direct	2,003	-	-	2,003	454
Subscriptions	Direct	2,118	-	-	2,118	2,083
Telephone	Direct	6,780	-	-	6,780	8,863
Website costs	Direct	-	-	-	-	7,237
Computer and database costs	Direct	8,622	-	-	8,622	651
Photographs	Direct	-	-	-	-	-
Fundraising expenditure	Direct	-	3,477	-	3,477	3,555
Support costs allocated to activities						
Insurance	Usage	4,008	-	-	4,008	3,850
Office rent	Usage	-	-	-	-	3,000
Trustees meetings and training	Usage	859	-	-	859	217
Miscellaneous	Usage	785	-	-	785	2,843
Office supplies	Usage	1,208	-	-	1,208	4,245
Salaries	Staff time	6,000	48,750	-	54,750	45,852
Independent examiners fees:						
Independent examination	Usage	950	-	-	950	950
Accountancy	Usage	-	-	1,550	1,550	1,550
Payroll services	Usage	-	-	1,720	1,720	1,558
Bank charges	Usage	424	-	-	424	645
Depreciation	Usage	31,860	-	-	31,860	29,910
		556,773	53,075	3,270	613,118	628,716

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

	2020 £	2019 £
Wages and salaries	408,052	412,651
Social security costs	29,636	33,022
Employer's pension costs	15,598	14,749
	453,286	460,422

No employees had employee benefits in excess of £60,000 (2019: Nil)

The average number of employees during the year was 20 (2019: 19).

The key management personnel of the charity comprise the Trustees and Executive Directors (Family Services and Finance & Fundraising). The total employee benefits of the key management personnel were £93,628 (2019: £92,711).

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 2020

10: STAFF NUMBERS

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

	2020	2019
Key management	2	2
Family support	11	11
Finance & fundraising	7	6
	20	19

11: PENSION COSTS

The charity 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 charity and amounted to £15,598 (2019: £14,749).

12: TANGIBLE FIXED ASSETS

	LEASEHOLD PREMISES £	FIXTURES FITTINGS & EQUIPMENT £	COMPUTER EQUIPMENT £	TOTAL £
Cost:				
At 1st January 2020	381,961	178,075	129,444	689,480
Additions	-	4,068	17,628	21,696
At 31st December 2020	381,961	182,143	147,072	711,176
Depreciation:				
At 1st January 2020	198,939	134,575	108,282	441,797
Charge for the year	15,915	7,953	7,992	31,860
At 31st December 2020	214,854	142,528	116,274	473,657
Net book value				
At 31st December 2020	167,107	39,615	30,798	237,520
At 31st December 2019	183,022	43,500	21,162	247,684

13: DEBTORS

	2020 £	2019 £
Grants receivable	-	-
Prepayments	649	559
	649	559

14: FIXED TERM BANK DEPOSITS

	2020 £	2019 £
Fixed term bank deposits maturing after more than 3 months	247,190	206,848

The fixed term bank deposits have maturity dates ranging from 1 to 2 years from the date of inception.

15: CREDITORS-AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Sundry Creditors	5,221	3,840
Provision for car park maintenance	3,000	3,000
Taxes and social security costs	9,651	7,441
	17,872	14,281

16: ANALYSIS OF NET ASSETS BETWEEN FUNDS

	GENERAL FUNDS £	RESTRICTED FUNDS £	TOTAL FUNDS £
Tangible fixed assets	51,466	186,054	237,520
Current assets	488,006	26,340	514,346
Current liabilities	(17,872)	-	(17,872)
	521,600	212,394	733,994

Accounts for the year ended 31st December 2020

17: MOVEMENT IN FUNDS

	AT 1st JAN 2020 £	INCOME £	EXPENDITURE £	TRANSFER £	AT 31st DEC 2020 £
Restricted funds					
Capital projects (Note 17a)	214,598	-	(28,544)		186,054
Other restricted funds (Note 17b)	20,713	349,702	(344,074)		26,341
	235,311	349,702	(372,618)	-	212,395
Unrestricted funds					
General funds	394,206	367,893	(240,500)		521,599
	629,517	717,595	(613,118)	-	733,994

17a: CAPITAL PROJECTS

	AT 1st JAN 2020 £	INCOME/ (DEPRECIATION) £	TRANSFER £	AT 31st DEC 2020 £	EXPENDED ON TANGIBLE FIXED ASSETS £
	588,188	-	-	588,188	588,188
Less depreciation to date	(373,590)	(28,544)	-	(402,134)	-
	214,598	(28,544)	-	186,054	588,188

17b: OTHER RESTRICTED FUNDS

Restriction	Donors	At 1st Jan 2020	INCOMING RESOURCES	OUTGOING RESOURCES	At 31st Dec 2020
Support and advice for families	NHS Basidon & Brentwood CCG NHS Thurrock CCG The National Lottery Community Fund BBC Children in Need The Henry Smith Charity Malcolm & Beryl Crook Fund London Southend Airport Brentwood Mental Health and Wellbeing Small Grant Scheme 2019/20 & 2020/21 Countryside Properties Souter Charitable Trust KFIT	3,541	171,827	174,718	651
Services for children and young people	BBC Children in Need ECC Short Breaks Paul & Rachel Jeffreys Charitable Trust The Sir Jules Thorn Charitable Trust Rotary Club of Brentwood a Beckett Rotary Club of Brentwood The Tula Trust Ltd The Charles French Charitable Trust The Co-Operative Community Fund David Solomons Charitable Trust The Dorothy Pamela Smith CIO The Lynn Foundation The Moody Charitable Trust The D'Oyly Carte Charitable Trust Marconi (Chelmsford) Employees Charities Trust Fund ECC Active Essex #iwill Fund (ECF)	16,620	139,248	133,413	22,455
Equipment & toys	ECC Short Breaks capital funding Billericay Round Table Countryside Properties The Albert Hunt Trust The R S Brownless Charitable Trust Fisher Jones Greenwood Foundation BBC Children in Need Thurrock Council (LoCase Grant) CRT Interiors	552	38,627	35,944	3,235
		£20,713	£349,702	£344,074	£26,341

Accounts for the year ended 31st December 2020

18: RESERVES POLICY

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

	Current Year 2020	Previous Year 2019
Unrestricted Funds	£471,599	£344,206
Designated Funds (Building Refurbishment)	£50,000	£50,000
Restricted Funds	£212,395	£235,311
Total Funds	£733,994	£629,517
Ratio of Unrestricted and Designated Reserves to Annual Operating Expenditure	0.76 (9.12 months)	0.63 (7.52 months)

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 are pleased to report that reserves of 9 months have been sufficient to maintain SNAP services during the COVID pandemic and will continue to do so during 2021 notwithstanding our budgeted deficit.

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.

19: TRUSTEES' REMUNERATION AND EXPENSES

Charity funds have been used to purchase trustees' indemnity insurance at a cost of £520 (2019: £515), 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.

20: FINANCIAL COMMITMENTS

At the balance sheet date the charity had no financial commitments.

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

	2020 £	2019 £
Net movement in funds	104,477	781
Add back depreciation charge	31,860	29,910
Deduct interest income shown in investing activities	(3,723)	(3,832)
Decrease/(increase) in debtors	(90)	8,621
Increase/(decrease) in creditors	3,591	(8,435)
Net cash used in operating activities	136,115	27,045