



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day	Month	Year	<b>To</b>	Day	Month	Year
	18	12	2018		31	08	2019

## Section A Reference and administration details

Charity name

SCAMPPS in Surrey

Other names charity is known by

SCAMPPS

Registered charity number (if any)

1181248

Charity's principal address

PO Box 503  
Epsom  
Surrey  
Postcode KT17 9DE

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Selina Master			
2	Brendan Brophy	Chair		
3	Jeremy Thomas	Honorary Secretary		
4	Donna Kemp		Appointed 8 <sup>th</sup> October 2019	
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

Administrative/Membership Secretary: Louise Beattie

**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (e.g. trust deed, constitution)	Constitution
How the charity is constituted (e.g. trust, association, company)	Charitable Incorporated Organisation (CIO) registered on December 18 <sup>th</sup> 2018
Trustee selection methods (e.g. appointed by, elected by)	Elected by membership

**Additional governance issues (Optional information)**

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

- policies and procedures adopted for the induction and training of trustees;
- the charity’s organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees’ consideration of major risks and the system and procedures to manage them.

**This Charity was formed as a CIO to take over the activities of an unincorporated association (the “Predecessor Charity”) which had similar charitable objectives. On 19 December 2018 the members of the Predecessor Charity approved the transfer of all its activities and assets to this Charity.**

**The Board of Trustees assisted by a number of additional volunteers (together the Committee), has a broad representation of either those who are clinical professionals working in the field of special care or those who are parents of a child with complex or special needs.**

**The Board met 5 times during the financial year.**

**Approval of bids for funding of equipment is delegated to a finance subcommittee subject to a limit set periodically by the Board. All bids must be approved by at least one trustee member of the sub-committee.**

**All Board and Committee members come with differing skills and experience which creates a wealth of expertise.**

**Sharon Peaker continues to give her support, time and expertise to the Finance subcommittee.**

**Hannah Coleman effectively and efficiently researches the potential social events for SCAMPPS, all of which have proved extremely successful.**

**The Administrator Louise Beattie, who joined the Predecessor Charity in August 2016, has continued to be an invaluable asset to the Charity. Her excellent organisational skills have enabled the**

charity to run a number of extremely successful family events during the year.

The Chair and Trustees have been successful in bringing in donations for SCAMPPS from various Foundations and Trusts, including the Bookham and Horsley Rotary Club. Furthermore, St Mary's Church Wimbledon has chosen SCAMPPS as one of their local charities to benefit for part funding from monies raised from the tennis car park for Wimbledon. This will be paid for a period of 3 years. SCAMPPS also received donations from 4 Charitable Trusts. The Board has continued to focus on the objectives of increasing membership, creating awareness of the charity and funding opportunities and to provide networking events with coffee mornings and family entertainment events. These still go hand in hand with the previous goals of strengthening the foundations of SCAMPPS and ensuring that the charity has robust governance procedures in place relating to finance, safeguarding, data protection and social media.

There is an effective system in place for networking and sharing information with other local charities and groups such as 21&Co.

The charity continues its strong links with Reach for the Stars which provides the opportunity for parents to meet face to face.

Junior Opportunity Group and Little Steps have now ceased to exist, but all funds raised continue to benefit children with complex needs living within Surrey.

The Safeguarding Policies have been reviewed and updated during the year.

Financial Controls have also been subject to review over the past year.

Risk Assessments are now carried out before every event, with one of the trustees and the Administrator reviewing venues, access and safety issues in advance.

## Section C

## Objectives and activities

Summary of the objectives of the charity as set out in its governing document

SCAMPPS supports children with complex and special needs in Surrey.

Its objectives are to:

- To support children living in Surrey who have additional needs
- To support the parents, carers and their families
- To provide or assist in the provision of facilities, support services and equipment not normally provided by the Statutory Authorities
- To organise social events for the children and their families
- To provide information and advice
- To link with other local charities and networks

The discussion which follows includes activities of the Predecessor Charity (the association SCAMPPS in Surrey) in the period 1 September 2018 to 19 December 2019 and of this Charity for the period from 19 December 2018 to 31 August 2019.

The trustees have taken into account the Charity Commission's guidance on public benefit when making any decision it is relevant to.

**Funding for equipment:**

The Charity funded a total of 20 bids for specialist equipment including specially adapted car seats and buggies, Tomcat Trikes and Isla Bikes.

This represents a 100% increase in the number of bids financed through SCAMPPS during the past financial year.

**Events:**

The children were invited to a family swimming event (followed by pizza) in September 2018 and a painting ceramics/pottery session in November, all of which proved extremely popular.

In October 2018, a number of children enjoyed a Ceramics session.

A visit to Bocketts Farm in December 2018, provided an opportunity for the children and parents, plus siblings, to have a great afternoon meeting the various animals and going on tractor rides etc. and meeting Santa at the December event.

Another successful Easter event was held at Denbies in April 2019 when Dazzle and Fizz returned to provide an afternoon of entertainment which was very much enjoyed by parents and children. The families stayed for tea and networking afterwards.

The extremely popular cycling courses continued with another 2 sessions during the year – completely sold out within a short time!

Louise Beattie also organises regular coffee mornings at the Olive Tree café in Ashted, and 3 were held within the reporting time period. These offer an informal atmosphere for parents to meet some of the Trustees and network with other parents. They seem to be particularly helpful for new members or for parents with a child who has recently received a diagnosis. These have been especially well attended during this last year.

For next year, a trip has already been organised to the Rose Theatre for the Pantomime, Snow Queen.

As with each year, new links have been established increasing networking opportunities, raising awareness of the Charity and enabling children and their families to access exciting events. During the year, a local Police station opened their offices on a Saturday morning, providing children with special needs an opportunity to learn more about what the police do in the community, whilst learning in a fantastic environment. Children were able to wear special uniform, try out equipment like walkie talkies and even got to sit behind the wheel in a police car and fire engine. The arrival of 2 police horses was one of the star attractions. The children and families had a wonderful time and this was wholly down to a dedicated and committed team from the

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

police station who gave up their time and had clearly, spent months planning the event.

### **Administration**

A key objective over the past 3 years, has been to reinstate various events for the membership, offering entertainment for the children whilst simultaneously enabling networking opportunities for the families.

The membership database has been carefully reviewed to check where families have moved and/or when children have outgrown SCAMPPS.

The database is now fully updated and there are approximately 166 members currently registered with the Charity, a small increase on last year.

### **Additional details of objectives and activities (Optional information)**

There is a core membership that perform the majority of the work for the Charity for which we continue to express our gratitude.

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

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

**Summary of the main achievements of the charity during the year**

**The Charity has had a stable year with regard to finance, showing a decrease in expenditure compared to the previous year (cost of web-site review and update) and an increase in income from donations.**

**The main achievements have been:**

- a) Raising awareness of SCAMPPS within Surrey and the neighbouring localities, together with increasing donations to support the charity's objectives.**
- b) Organising successful events with entertainment for the children and their families.**
- c) Regular coffee mornings which provide opportunities for networking and support for new members and those with children who have recently received a diagnosis.**
- d) Purchasing specialist equipment for families (through the application process) which hopefully, enhance the lives of their children and the whole family.**

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

In order to allow continuation of the Charity's work in the event of fluctuations in income, the Charity aims to maintain reserves equal to the latest budgeted annual expenditure

The Board approved a budget for expenditure for the year to 31 August 2020 of £30,920, which it believes will continue to eliminate the excess reserves.

**Details of any funds materially in deficit**

N/A

### Further financial review details (Optional information)

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

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

**On 19 December 2018 the predecessor charity transferred its funds of £48,392 to this Charity. These funds were treated as restricted funds, being for the benefit of children associated with Little Steps (previously known as the Junior Opportunities Group).**

**The total closing funds on 31<sup>st</sup> August 2019, were £3,513 unrestricted and £36,826 which were restricted funds. Total closing balance of £40,339.**

**Over the period, we have been very fortunate to receive a total of £13,043 in donations, which is a significant increase on the previous year. The professional fundraiser raised a total of £9,788. Additional donations totalled £3,255, with Waitrose Community Matters choosing SCAMPPS to benefit this year through their token scheme at check outs, at a local branch, and a significant donation was received again from St Mary's Church Wimbledon.**

**Total income for this period: £13,153.**

**Expenditure: £21,205.**

**Key areas of expenditure were as follows:**

- **Funding of bids for specialist equipment £12,727, including specially adapted car seats and buggies, Tomcat Trikes and Isla Bikes. The latter included the cost of specialised cycling training for the children.**
- **The remaining funds were spent on:**
  - **SCAMPPS events - These have been very successful and well received by the families. Total spent: £1,784 from**
  - **Fundraising and administration costs**
- 

**With a healthy closing balance of over £40,000 at the end of the financial year, SCAMPPS is in a good position to continue supporting more events and funding of bids for specialist equipment (2 of the main objectives of the Charity).**

## Section F

## Other optional information

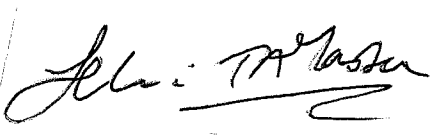

During 2018/19, SCAMPPS has capitalised on the improvements made over the past few years, utilising the strong team of enthusiastic and dedicated volunteers to offer networking opportunities for families to come together and for the children to enjoy various entertainment in a safe and appropriate environment.

We also extend our appreciation for all the generous donations and to Denbies, Bocketts Farm and other businesses which have offered totally inclusive and accessible venues and have welcomed the children and families, providing a fantastic experience for all.

## Section G Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
		
	Selina Master	Brendan Brophy
<b>Position (e.g. Secretary, Chair, etc)</b>	Trustee	Chair of Board of Trustees
<b>Date</b>	28 February 2020	





SCAMPPS in Surrey		1181248	<b>CC16a</b>
<b>Receipts and payments accounts</b>			
For the period from	18-Dec-18	To	31-Aug-19

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Bank balances transferred from unincorporated association	-	48,392	-	48,392	-
Donations	13,043	-	-	13,043	-
Event contributions	70	-	-	70	-
Interest	39	-	-	39	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>13,152</b>	<b>48,392</b>	<b>-</b>	<b>61,544</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>13,152</b>	<b>48,392</b>	<b>-</b>	<b>61,544</b>	<b>-</b>
<b>A3 Payments</b>					
Funding of specialist equipment	5,276	7,451	-	12,727	-
Events	70	1,713	-	1,783	-
Fundraiser commission	3,640	-	-	3,640	-
Administrator	274	1,009	-	1,283	-
Insurance	133	488	-	621	-
IT support	137	504	-	641	-
Other administration	109	401	-	510	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>9,639</b>	<b>11,566</b>	<b>-</b>	<b>21,205</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>9,639</b>	<b>11,566</b>	<b>-</b>	<b>21,205</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>3,513</b>	<b>36,826</b>	<b>-</b>	<b>40,339</b>	<b>-</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<b>Cash funds this year end</b>	<b>3,513</b>	<b>36,826</b>	<b>-</b>	<b>40,339</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Savings	10	8,688	-
	Current	3,503	26,021	-
	Events		1,730	
	Paypal	-	387	-
	<b>Total cash funds</b>		<b>3,513</b>	<b>36,826</b>
(agree balances with receipts and payments account(s))				

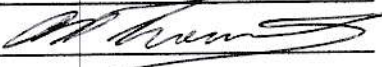
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Jeremy Thomas	28/02/2020