



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day	Month	Year	<b>To</b>	Day	Month	Year
	1	9	2019		31	08	2020

## 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
<b>Postcode</b> 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 6 times during the financial year (3 of which were on Zoom).**

**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 subcommittee. The Bid criteria was reviewed this past year.**

**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, has once again used her excellent organisational skills to run a number of extremely successful and**

popular family events during the year, including on line events during the first lockdown.

Louise has also taken on the role of Treasurer following the retirement of Caroline Anderson. Louise is assiduous in her accounting procedures and continues to be a valuable asset to the charity.

Despite the pandemic, the Chair, Trustees and the professional fundraiser, have still been successful in bringing in donations for SCAMPPS. These have included 5 Charitable Trusts and a Foundation, St Mary's Church Wimbledon, sale of SCAMPPS Christmas and Gift Cards and from monies donated by token collection at Asda and Waitrose (the latter increasing awareness of the charity within the local area).

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 (pre lockdown) and family entertainment events.

Following lockdown, Louise Beattie continued to research and provide excellent events for the membership via zoom.

The charity has continued to ensure that it has robust governance procedures in place relating to finance, safeguarding, data protection and social media.

The Safeguarding Policies and Financial Controls are kept under review.

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

There is an effective system in place for networking and sharing information with other local charities and groups such as 21&Co. and Louise ensures that any local events or information which is relevant for the membership, is circulated and shared.

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.

## 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

#### **Funding for equipment:**

The Charity funded a total of 13 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 another popular Singing Hands event in November 2019, held at the Denbies Vineyard.

For the first time ever, children and their families were given the opportunity to attend a pantomime at the Kingston Theatre. All tickets were taken up within a very short time and the event was a great success.

During lockdown, the entertainment continued on line with the Singing Hands events during the summer holidays.

Louise Beattie also organises regular coffee mornings at the Olive Tree café in Ashtead, and 2 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.

#### **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 176 members currently registered with the Charity, a small increase on last year.

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)

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.

## Section D

## Achievements and performance

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 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 (despite the pandemic) to support the charity's objectives.
- b) Organising successful events with entertainment for the children and their families (including online events during lockdown).
- c) 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. Some families have particularly benefitted this time from successful applications for items of equipment to help their child when lockdown has exacerbated issues related to their health and well being.

## 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 2021 of £30,000, 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). As Little Steps had ceased to function prior to 2019 and no requests for equipment had come from children identified as associated with Little Steps, the Trustees, after consultation with the Charities Commission, resolved on 25 November 2019 to transfer these funds to unrestricted funds for the benefit of the current wider class of child beneficiaries of the Charity.

The total closing funds on 31<sup>st</sup> August 2020, were £26,676.69 all of which were unrestricted.

Over the period, we have been very fortunate to receive a total of £9,872 in donations. As stated earlier these donations were received from a combination of the professional fundraiser, including Charitable Trusts and Foundations. Furthermore, Waitrose Community Matters and Asda 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: £9,782

Expenditure: £23,445

Key areas of expenditure were as follows:

- Funding of bids for specialist equipment £12,687, including wheelchair accessories, a twin buggy, Tomcat Trikes and Isla Bikes.
- The remaining funds were spent on:
  - SCAMPPS events - These have been very successful and well received by the families. Total spent: £2,362
  - Fundraising and overhead costs £8,396

With a healthy closing balance of over £26,676 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**

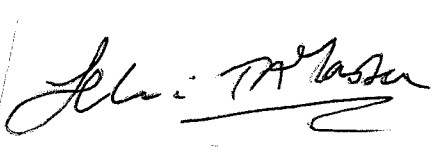
During 2019/20, SCAMPPS has capitalised on the improvements made over the past few years, utilising the strong team of enthusiastic and dedicated volunteers to offer networking opportunities for families to come together and for the children to enjoy various entertainment in a safe and appropriate environment.

We also extend our appreciation for all the generous donations and to Denbies 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>	May 2021	



# 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>	Current account	26,676	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>26,676</b>	<b>-</b>	<b>-</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 BRENDAN BROPHY	Date of approval 14/5/21
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