

**BERKSHIRE AUTISTIC SOCIETY  
(A COMPANY LIMITED BY GUARANTEE)  
REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED MARCH 2019**

**BERKSHIRE AUTISTIC SOCIETY**

**ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2019**

**CHARITY REGISTRATION No: 1076217  
COMPANY REGISTRATION No: 3750656**

**Tim D Miller MA ACMA CGMA  
105 Redhatch Drive,  
Earley,  
Reading,  
RG6 5QN**

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**BERKSHIRE AUTISTIC SOCIETY  
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**LEGAL AND ADMINISTRATIVE INFORMATION**

<b>CHARITY NUMBER</b>	1076217
<b>COMPANY REGISTRATION NUMBER</b>	3750656
<b>START OF FINANCIAL YEAR</b>	1 APRIL 2018
<b>END OF FINANCIAL YEAR</b>	31 MARCH 2019
<b>DIRECTORS AT 31 MARCH 2019</b>	Ewan R Duncan (resigned November 2018) Chair Richard Flemming, Chair from November 2018 Sandra Stubbs Margaret Collum
<b>REGISTERED ADDRESS</b>	40 Caversham Road Reading, RG1 7EB
<b>DATE OF INCORPORATION</b>	12 April 1999
<b>GOVERNING DOCUMENT</b>	Memorandum and Articles of Association
<b>BANKERS</b>	CAF Bank 25 Kings Hill Avenue, Kings Hill, West Malling Kent, ME19 4JQ
<b>INDEPENDENT EXAMINER</b>	Tim D Miller MA ACMA CGMA 105 Redhatch Drive, Earley, Reading, RG6 5QN
<b>OBJECTS</b>	The relief of school age and pre-school age children and adults suffering from autism, autistic-related problems and challenging behaviour, resident in Berkshire.

**BERKSHIRE AUTISTIC SOCIETY  
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**Structure, Governance and Management:**

The Berkshire Autistic Society (Autism Berkshire) is a registered charity and a company limited by guarantee, both under the name of Berkshire Autistic Society, working name Autism Berkshire. Our office is located at 40 Caversham Road, Reading, Berkshire, RG1 7EB. The governing documents are Memorandum and Articles of Association incorporated on 12/04/1999 and amended by special resolution dated 13/10/2015, to update our articles to the 2012 model articles published by the Charity Commission.

During the year we had one full-time member of staff and 21 part-time members of staff and 21 regular volunteers. All staff, both paid and volunteers, receive appropriate induction training and ongoing refresher training as required. Jane Stanford-Beale is the CEO, an unremunerated post. Tony Walker is the part-time Finance Manager.

Ewan Duncan stood down as a trustee at the AGM held in November 2018, at the end of his term of office. We would like to thank Ewan for his hard work, enthusiasm and commitment as the chair of trustees. Richard Flemming has taken over as Chair. Sandra Stubbs was re-elected as a trustee at this meeting.

We are well supported in our work by our staff and volunteers, some of whom have personal experience of living with a person with autism. Volunteers undertake a wide variety of activities, including regular work in the office, fundraising, helping at events and attending meetings of area forums and partnership boards in local authority areas across Berkshire on behalf of the society.

**Objectives and Activities:**

Our mission is to help and support anyone living with autism in Berkshire. We aim to enhance the current provision of services and support, with the purpose of improving the quality of life of people with autism and giving them maximum independence.

We do this by:

- Providing information and advice through a helpline, events, workshops, outreach, publications and newsletters;
- Running accessible youth groups, trampolining and adult social groups;
- Providing autism-specific training and support;
- Working with education, health, emergency and employment services and the six main local authorities in Berkshire to deliver autism-appropriate services;
- Raising awareness in the wider community to promote greater understanding of autism.

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We are frequently consulted by Local Authorities and the NHS about autism services within the county.

We support children, young people and adults and their parents and carers, from when concerns are initially raised, to when they are placed on the waiting list for an autism assessment, after diagnosis, and life beyond. You do not need a formal diagnosis of autism to be supported by Autism Berkshire.

**Achievements and Performance:**

Autism Berkshire is the leading autism charity in Berkshire, with almost 30 years' experience of delivering advice, support, training and social and leisure activities for families living with autism throughout the county.

After an expansion of our services between 2015 and 2017, the 2018-19 year saw a continuation of the consolidation in provision in 2017-18. Regrettably, there was some reduction of services, notably in youth group provision, due to downturns in funding from public sector bodies.

Our staff once again a significant number of new service users during the year, many referred by health, education and social care professionals. Others found out about the charity through other avenues, notably social media, where the Facebook page is an increasingly important point of contact with service users and the number of people following the page grew by almost 40 per cent during the year.

Autism Berkshire continues to be commissioned by the two NHS Clinical Commissioning Groups (CCGs) in Berkshire to provide support to families when their children are referred for assessment and after diagnosis.

These services include home visiting, support groups and a range of workshops to help parents and carers of autistic children and those whose children are waiting for autism assessment.

Alongside National Autistic Society Seminars for Families workshops, we launched a new workshop in East Berkshire about Emotional Self-Regulation, offering parents strategies to help their children to manage their own emotions.

Autism Berkshire's Benefits Service underwent two major changes during 2017-18 – expanding to offer representation at appeal hearings and advice appointments in Slough, so 2018-19 represented the first chance to see the impact of these over a full year.

The number of cases dealt with by our expert adviser, Kevin Jackson in 2018-19 was 168, compared with 119 in 2016-17. Of these, successful outcomes for the clients were achieved in 143, with 19 appeal tribunal cases yet to be settled at the end of March 2019. A total of £42,235 in back payments of benefits had been secured for clients through appeals at that point

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Due to a similar number of cases awaiting tribunal decisions at the end of 2017-18, a full picture for that year was not available until early 2019. Of 135 cases handled, there were successful outcomes for clients in 122 – a success rate of 90 per cent.

Back payments won through appeals totalled £86,103. One tribunal case for 2017-18 had still to be heard at the end of 2018-19.

As a result of reduced funding from the NHS and councils, the youth groups in Slough, Windsor and Wokingham were closed.

However, the Games Club in Reading and CAYP (Children and Young People) Group in Bracknell remained popular with children, along with trampolining sessions in Reading and Bracknell, which are supported by BBC Children in Need, and the Lego Club at Woolhampton in West Berkshire. Older teenagers and young adults continued to transition to the Level Up games club in Reading.

Special activities laid on for children during the summer of 2018 included a Lego workshop day with professional 'brick artist' Kevin Hall, and a family picnic in Reading's Forbury Gardens. At this event, our team was supported by young volunteers from the National Citizen Service, who ran games and activities for children during the event.

Our main social groups for adults, the 197 Club in Reading and Bear With Me in Maidenhead, continued to see high levels of attendance for both regular meetings and special activities, such as trips to go bowling, to the theatre, or canoeing on the River Thames.

During the year, plans were made to set up a new social group in Slough, in conjunction with the borough council's autism team. It was planned to launch this group early in the summer of 2019. Unfortunately, the social group in Bracknell stopped operating in early 2019, due to staffing difficulties.

We were also pleased to support the launch of a new group in Reading for people who have received autism diagnoses as adults, called Being Us. It builds on the Being Me post-diagnosis courses run by Dr Trevor Powell, head of Berkshire Healthcare NHS Foundation Trust's adult autism diagnosis service.

Alongside support, advice and leisure services for autistic people and their families, we continued to work to improve awareness and understating of autism in communities across Berkshire, including planning a conference called All About Autism, to take place in Slough at the start of April 2019, on World Autism Awareness Day.

As part of our partnership with Reading Buses, as their 2018 Charity of the Year, we provided autism training for the company's staff. Other organisations in Berkshire to benefit from our expertise were Reading Museum and the Museum of English Rural Life, part of the University of Reading, as they prepared to launch relaxed opening sessions for autistic visitors.

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We held a sell-out speaker event in Bracknell in October, where autism advocate Dean Beadle told people to be positive about autism in a talk about his journey from a difficult childhood to a successful career as an autism trainer and speaker.

Fellow autism trainer Richard Maguire had a similar message when he spoke at Autism Berkshire's 2018 annual general meeting in November. He said simple adjustments could help autistic people to perform well in school, at work and in other situations.

Autism Berkshire's high organisational and safeguarding standards were recognised in September 2018 with the award by Slough Council for Voluntary Services of their Slough Quality Protects scheme platinum award, making us the first voluntary organisation working in the town to achieve that status.

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**Statement of Directors' Responsibilities:**

The directors are satisfied that for the year ended on 31 March 2019 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on page 9.

The directors are responsible for preparing the report and financial statements in accordance with applicable law and regulations.

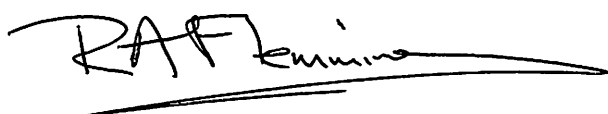
Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (Financial Reporting Standard 102 and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Berkshire Autistic Society is a public benefit entity.

Approved by the Directors on 13<sup>th</sup> September 2019

A handwritten signature in black ink, appearing to read 'RAFlemming', with a long horizontal line extending from the end of the signature.

Signed on their behalf by Director and Chair of Trustees: Richard Flemming



### **Independent examiner's report to the trustees of 'Berkshire Autistic Society'**

I report on the accounts of the company for the year ended 31<sup>st</sup> March 2019, which are set out on pages 10 to 15.

#### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of CIMA.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006 and;
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Name: Tim D Miller MA ACMA CGMA



Relevant professional qualification or body: Chartered Institute of Management Accountants

Address: 105 Redhatch Drive, Earley, Reading, RG6 5QN

14<sup>th</sup> September 2019

# BERKSHIRE AUTISTIC SOCIETY

## Statement of Financial Activities (including Income and Expenditure Account)

for the year ended 31 March 2019

	<i>Notes</i>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2018/2019</b>	<b><i>Total</i> 2017/2018</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Incoming Resources</b>					
<b>Incoming Resources from Generated Funds</b>					
Grants		3,400	-	3,400	8,120
Donations	5	97,042	-	97,042	44,488
Fundraising and Collections		29,050	-	29,050	12,887
Bank Interest		66	-	66	48
<b>Incoming Resources from Charitable Activities</b>	1	8,772	142,198	150,970	204,489
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Incoming Resources</b>		<b>138,330</b>	<b>142,198</b>	<b>280,528</b>	<b>270,032</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Resources Expended</b>					
Fundraising Trading Costs		12,430	-	12,430	16,680
Charitable Activities	2a	45,371	142,198	187,569	244,453
Governance	2b	2,171	-	2,171	1,908
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Resources Expended</b>		<b>59,972</b>	<b>142,198</b>	<b>202,170</b>	<b>263,041</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net incoming/(outgoing) resources</b>		<b>78,358</b>	<b>-</b>	<b>78,358</b>	<b>6,991</b>
Total Funds Brought Forward		48,473	-	48,473	34,762
Reclassification of Short Term Loan		-	-	-	6,720
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds Carried Forward</b>		<b>126,831</b>	<b>-</b>	<b>126,831</b>	<b>48,473</b>
		<hr/>	<hr/>	<hr/>	<hr/>

# BERKSHIRE AUTISTIC SOCIETY

Balance Sheet as at 31 March 2019

Note	Unrestricted Funds £	Restricted Funds £	3/31/2019 £	3/31/2018 £
<b>Current Assets</b>				
Debtors	75,000	4,397	79,397	5,260
Prepayments	1,737	230	1,967	3,259
Cash at Bank and in Hand	55,567	16,969	72,536	78,835
<b>Total Current Assets</b>	<b>132,304</b>	<b>21,596</b>	<b>153,900</b>	<b>87,354</b>
<b>Creditors: Amounts falling due within one year</b>				
Creditors	382	3,557	3,939	1,390
Accruals	3,154	12,001	15,155	14,648
HMRC PAYE/NI	1,938	-	1,938	-
Deferred Income	0	6,038	6,038	22,843
<b>Total Assets less Current Liabilities</b>	<b>126,831</b>	<b>0</b>	<b>126,831</b>	<b>48,473</b>
<b>NET ASSETS</b>				
<b>General Funds</b>	126,831		126,831	48,473
<b>Restricted Funds</b>				
<b>Total Funds</b>	<b>126,831</b>	<b>0</b>	<b>126,831</b>	<b>48,473</b>

**Notes to the financial statements  
for the Year Ended 31 March 2019**

**1. Incoming Resources**

		Unrestricted Funds	Restricted Funds	Total 2018/2019	Total 2017/2018
		£	£	£	£
<b>Incoming resources from Charitable Activities</b>					
Training courses		835		835	1,500
Membership subscriptions		7,937		7,937	8,347
Restricted Income Released to I & E:					
<i>RBWM</i>	Maidenhead Adult Social Group "The Bear"		4,994	4,994	4,914
<i>TVP Property Act Fund</i>	Internet Safety		2,500	2,500	1,833
<i>CCG's - East/Attendee Donations</i>	Future in Mind - East		52,000	52,000	51,000
<i>Berkshire Community Foundation</i>	Siblings Social Group		-	-	1,250
<i>Reading Abbey Rotary Club/Attendee Donation</i>	Games Club		4,657	4,657	5,769
<i>Reading BC/Grace Trust/Attendee Donations</i>	Narrowing the Gap/197 & Level Up Clubs		5,821	5,821	16,777
<i>BBC Children in Need/Autism Berkshire</i>	Trampolining		10,100	10,100	9,912
<i>Reading Children and Voluntary Youth Services</i>	Autism Awareness Training		2,207	2,207	-
<i>Women's Aspergers Circle/Reading Lions</i>	Being Us Group		681	681	-
<i>CCG West with Parenting Special Children</i>	Future in Mind - West		20,000	20,000	28,564
<i>Bracknell Forest Council/Attendee Donations</i>	Adult Social Group		7,025	7,025	8,873
<i>Slough CVS SPACE Project</i>	Advice & Support in Slough		15,474	15,474	3,060
<i>Reading ACLF/BCHTR/Alchemy Foundation</i>	Adult/Carer Benefits Workshops		8,138	8,138	5,833
<i>Slough ACLF</i>	Adult Community Learning Socials & Independent Living		3,865	3,865	3,656
<i>Big Lottery - Awards for All</i>	Lego Club		4,736	4,736	6,057
<i>Various</i>	Projects Closed in 2017/2018		-	-	47,144
		<b>8,772</b>	<b>142,198</b>	<b>150,970</b>	<b>204,489</b>

**Notes forming part of the financial statements  
for the Year Ended 31 March 2019**

		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2018/2019</b>	<b>Total 2017/2018</b>
		£	£	£	£
<b>2. Resources Expended</b>					
<b>a) Charitable Activities</b>					
Payroll Costs	3	43,722	65,480	109,202	146,903
Sub-Contracted Providers		2,640	16,054	18,694	23,785
Venue Hire		1,077	12,722	13,799	14,282
Refreshment Costs		719	732	1,451	2,485
Travel		975	4,957	5,932	6,462
Leaflets & Promotional Materials		507	5,282	5,790	5,855
Other Activity Costs		-	1,149	1,149	1,908
Premises		21,787	-	21,787	26,847
Insurance		1,571	-	1,571	1,363
Telephone		608	80	688	2,543
Printing, Postage, Stationery		2,918	88	3,006	3,170
IT & Web Services		2,445	0	2,445	7,091
Small Fixtures Replacement		-	-	-	1,153
DBS Fees		161	433	594	-
Staff Recruitment & Training		592	72	664	30
Subscriptions & Licenses		115	0	115	194
Bank & Fundraising Collection Fees		682	-	682	383
Overhead allocation		(35,149)	35,149	-	-
		<b>45,371</b>	<b>142,198</b>	<b>187,569</b>	<b>244,453</b>
<b>b) Governance Costs</b>					
Legal fees		-	-	-	306
Governance Costs		1,171	-	1,171	602
Independent Examiners Fee		1,000	-	1,000	1,000
		<b>2,171</b>	<b>-</b>	<b>2,171</b>	<b>1,908</b>

### 3 Staff Costs and Numbers

	<b>2018/2019</b>	<b>2017/2018</b>
	<b>£</b>	<b>£</b>
Gross Salaries and Wages	113,605	143,413
Employers' National Insurance Costs	1,437	3,045
Redundancy Costs	-	-
Pension Contributions	648	445
	<u>115,690</u>	<u>146,903</u>
Allocated to Fund Raising (2017/18 Sub-Contracted)	(6,488)	
	<u>109,202</u>	<u>146,903</u>

Average full time equivalent of employees engaged:

	<b>2018/2019</b>	<b>2017/2018</b>
Activities in furtherance of organisation's objects	4.5	6.9

No employees received emoluments in excess of £60,000. Staff are paid through the PAYE system.

**Notes forming part of the financial statements  
for the Year Ended 31 March 2019**

**Deferred Income**

Note 5		At 1st April 2018	2018/19	2018/19	At 31st March 2019
		Brought Fwd	Income Received	Income Released to I & E	Carried Forward
Restricted Funds		£	£	£	£
Maidenhead Adult Social Group "The Bear"	<i>RBWM</i>	1,086	5,000	-4,994	1,092
Internet Safety	<i>TVP Property Act Fund</i>	2,500		-2,500	0
Future in Mind - East	<i>CCG's - East/Attendee Donations</i>	0	52,000	-52,000	0
Siblings Social Group	<i>Berkshire Community Foundation</i>	1,250	-1,250		0
Games Club	<i>Reading Abbey Rotary Club/Attendee Donations</i>	1,773	4,038	-4,657	1,155
Narrowing the Gap/197 & Level Up Clubs	<i>Reading BC/Grace Trust/Attendee Donations</i>	4,651	1,171	-5,821	0
Trampolining	<i>BBC Children in Need/Autism Berkshire</i>	0	10,100	-10,100	0
Autism Awareness Training	<i>Reading Children and Voluntary Youth Service</i>	0	4,500	-2,207	2,293
Being Us Group	<i>Womens' Aspergers Club/Reading Lions</i>	0	1,488	-681	806
Future in Mind - West	<i>CCG West with Parenting Special Children</i>	0	20,000	-20,000	0
Adult Social Group	<i>Bracknell Forest Council/Attendee Donations</i>	809	6,216	-7,025	0
Advice & Support in Slough	<i>Slough CVS SPACE Project</i>	647	14,827	-15,474	0
Adult/Carer Benefits Workshops	<i>Reading ACLF/BCHTR/Alchemy Foundation</i>	21	8,809	-8,138	692
Adult Community Learning Social Eyes & Independent Living	<i>Slough ACLF</i>	2,091	1,774	-3,865	0
Lego Club	<i>Big Lottery - Awards for All</i>	8,016	-3,281	-4,735	0
		22,844	125,392	-142,198	6,038

**We also received small grants, included in the above analysis, or donations over £250 from the following:-**

<i>Reading Buses - Charity of 2018</i>	11,720
<i>Gerald Palmer Eling Trust</i>	5,000
<i>Theodore Roussel Memorial Trust</i>	5,000
<i>Reading Abbey Rotary Club</i>	3,370
<i>Women's Aspergers Circle</i>	1,000
<i>Berkshire Community Fund</i>	1,000
<i>Bracknell Town Council</i>	1,000
<i>Paypal Charity Fund</i>	800
<i>Donation in memory of Tracey Stringer</i>	760
<i>Sir Jules Thorn Charitable Trust</i>	750
<i>Woodroffe Benton Foundation</i>	750
<i>The Grace Trust</i>	750
<i>BCHTR (Braywick Nurseries)</i>	500
<i>The Alchemy Foundation</i>	500
<i>Holy Spring Infant and Nursery School</i>	490
<i>Reading Lions Clubs</i>	488
<i>AWE Community Committee</i>	300
<i>Maidenhead Advertiser Cracker Appeal</i>	275
<i>Crowthorne Parish Council</i>	250