



**Local Aid for Children and Community Special Needs (Local Aid)**  
**Registered Company Number 4734267**  
**Registered Charity Number 1104585**



**Financial Statements year ending 30<sup>th</sup> April 2019**

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**MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS**

**THE TRUSTEES**

The Trustees who served the Charity during the period were as follows:

Pauline Lewis (Chair)  
Denise Inger (Finance Director)  
Linda Wellington (Company Secretary until 10/12/18)  
Marie Powell (Company Secretary as of 11/12/18)  
Lindsay Brewis  
Rebecca Francis  
Phillip Nicholson

**Registered Office:** Acorn Business Centre  
250 Carmarthen Rd  
Cwmbwrla  
Swansea  
SA1 1HG

**Accountant:** RR Watkins A.F.A  
9 Gwerneinon Rd  
Sketty  
Swansea  
SA28EN

**Bankers:** Lloyds TSB  
10 Newton Road  
Mumbles  
Swansea  
SA3 4AT

**Solicitors:** JCP Venture Court  
Waterside Business Park  
Valley Way  
Enterprise Park, Swansea  
SA6 8QP

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## **TRUSTEES ANNUAL REPORT**

### **Year Ending 30<sup>th</sup> April 2019**

The Trustees, the Directors for the purpose of the Companies Act, present the Annual Report and the Financial Statements of the charity for the year ending 30<sup>th</sup> April 2019

## **LEGAL STATUS**

The charity is a limited company, registration number 4734267, and is governed by its memorandum and articles of association. It is registered with the Charities Commission, number 1104585. The Trustees are Directors of the Limited Company.

## **MISSION STATEMENT**

*to work collaboratively with other agencies to support the needs of vulnerable children, young people and adults in our communities, raising awareness of their needs and aspirations, increasing opportunities for inclusion in all aspects of community life.*

## **CHARITABLE AIMS & OBJECTIVES**

- (i) to help to provide specialist equipment not readily available through statutory sources;
- (ii) to support families experiencing hardship where travel to out of county specialist children's hospitals and centres is needed;
- (iii) to raise public awareness of the needs and aspirations of young people with special needs in the community.

## **TRUSTEES**

Trustees are nominated to the Board of Trustees and are elected annually by the voting members at the Annual General Meeting. Each Trustee stands for an initial period of two years before retiring but shall be eligible to stand for re-election without further nomination. The Trustees who are nominated to the Board via the membership manage Local Aid. The appointments to the Board of Trustees are reviewed annually. The Board of Trustees ensures that appointments of Trustees are made for their appropriate skills and experience to benefit the Company and its charitable activities. The operational management of the organisation is the responsibility of the Chairperson and Finance Director who lead the management team.

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**REVIEW OF THE YEAR**

Local Aid, Swansea based charity are committed to supporting children, young people and families in Swansea and its surrounding areas. The charities beneficiary area includes some of the poorest wards in Wales. The incidence of ALN/Disability is higher than 20%. There is a skills shortage of people trained to support children and young people with severe learning disability. Their needs are complex and often challenging, affected by change of environment and sensory overload; the most vulnerable children are those with behaviours that are challenging. There is little provision for these families who find it most difficult to gain support within the community. Building resilience and independence for these families has been the key focus for our activities this year.

We are delighted to report a successful year in gaining financial support for our activities, meeting our core objective to support families in the community and meeting project targets for contractual liability. As part of the third sector, we still face challenges such as budget cuts, unpredictable funding streams and the expectations to provide more outcomes with no additional funding. However, we are very proud to have supported the families of Swansea Bay by continuing our projects, activities and developing additional service.

We were extremely fortunate to secure funding in 17/18 for a new service "Take That" from Global's 'Make Some Noise' campaign. We are developing a community support programme to reduce isolation and build confidence and skills for young people who are furthest away from independence or employability.

Reflecting on this reporting period we have continued to strengthen partnership with other agencies and organisations and worked in collaboration to develop more support for families. This report reflects our desire to make every penny count. We are extremely grateful and privileged to work with the community and our funders during the past year.

With the fantastic support we receive from our loyal volunteers we have 4 charity shops. Our newest charity shop is based in Gorseinon, Swansea and is the training base for young people who attend our "Take That" project. Age 15 to 25 Young people will be gaining skills and qualifications in retail, admin and marketing. We are extremely proud of their achievements since opening in June 2018. Our uplands store has also seen an extensive refit during this year, making sure to remain within the heart of the community.

Many of our volunteers have helped our charity over consecutive years, our current longest standing shop volunteer has given their gift of time for over 28 years. Our team are aged from 14 to 87 years of age! Our shops are community hubs with families

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relying on the low-cost affordable goods donated by our local community supporters and local business.

Some of the highlights of our projects and activities include a 3-day residential with our 'Buddies' young people, most have never stayed away without family support before. A visit to Folly Farm, and a concert at the Great Hall in Swansea University in our honour was amazing.

We really enjoyed a fabulous fashion show at Penybryn School, where young people plan the event, choose their own items of clothing and then enjoy the experience of 'make up, dress and action' to experience the catwalk to their own music. Our volunteers attended the Lord Mayor of Swansea Annual Tea Party and a 'Trolley Dash' at Enterprise toy shop in Neath Port Talbot

We are delighted with the achievements gained from a small staff base who are supported by many volunteers throughout the year. We could not deliver the services and support the local families without them.

**We salute all our volunteers who support our activities throughout the year. We are fortunate to have long term commitment from both volunteers and staff.**

**Staff Employed During 2018/19**

Amanda Lervy – Director F/T

Abigail Albrighton – Youth Worker P/T

Linda Wellington – Project Co-ordinator F/T

David Thomas – Driver / Mentor F/T

Elisa Price – Youth Worker P/T

Danielle Herbert - Tutor P/T

**15 Buddies Activity Leaders** working Saturdays at Buddies. The rota-based system helps maintain consistency and quality of service for young people. The team are flexible allowing the best use of expertise as required. Over half of our staff are trained or working towards NVQ level 3 or equivalent, 1 member of our team is a qualified teacher, 3 others are currently studying an undergraduate degree in education and/ or Psychology, 5 members of staff are teaching assistants. We have 2 student nurses and others have qualifications in childhood studies and business management.

Buddies staff & volunteers receiving Accredited Safeguarding training (Left) That That staff achieving Level BTEC Level 3 in Education & Training (Right)





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**Annual Report**

**Projects and activities include:**

Our brand-new project for 18/19 **"Take That"** funded by Global's Make Some Noise - We were delighted to be one of Global's chosen charities and will receive funding for a 2-year programme. This is a work experience training based specifically designed for young people with additional learning needs who are traditionally disadvantaged



within a workplace. Over the past year we have had 61 participants, aged 15 to 25. They are supported by paid staff and volunteers and gain qualifications at Entry Level One by attending a 12-week course. A massive 3,660 hours of support has been attended this year and the impact to young people Health and Wellbeing have been greatly improved. We have had positive results of young people gaining employment and returned to

college as a direct result of our intervention. Young people have gained the skills and confidences needed access other opportunities in the community that will help them on their future career path.

**Buddies** A specialist service, awarded Queen's Award (MBE for Voluntary services) in 2010, providing support to children and young people 8-18 who have severe learning disabilities and challenging behaviour. Run 49 weeks per year we have provided 1,420 hours of support to 18 families this year. Young people have been making friends, develop life, social and independence skills as they are accessing community amenities. Buddies is a registered play provision with Care Inspectorate Wales (CIW). Buddies young volunteers have also been able to earn and spend Time Credits for their hard work and gain new opportunities such as crafting, tea parties and additional training and events.

**Summer Play Scheme** -This is support for young people who are unable to access any other provision due to the complexity of their support needs. We provided 500 hours of support when families needed it the most, during the summer school holidays. Staff and volunteers have ensured that young people had Fun, made choices and accessed as many opportunities possible.

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**Summer Residential** – This is our second year working in partnership with Interplay who also support young people with additional learning needs. Our staff were able to take 5 young people known to Buddies on a 3 day & 2 night residential to the Gower. The trip was a great success, all young people had great fun and benefited from life & social skills and from a few nights' away from their parents on an adventure!

**Diversity** – A youth club for young people age 3 to 18 who are on the Autistic Spectrum /ADHD young people can develop social skills, improve communication, make friends and be themselves. At our weekly session parents can meet and support each other,



share ideas, gain help and support from specialist workers about routines, behaviour management and other coping strategies. This year 60 attendees with a regular cohort of 32 - from an average of 15 families per week.

**Respect** - A work experience on a Wednesday afternoon in collaboration with Ysgol Penybryn. Young people aged 14 to 19 have been released from school and attend work experience at our shops where they have gained skills in retail, customer services, handling money and upcycled clothes and furniture. 19 young people have attended this year and have all looked at sustainable issues in relation to recycling, fair trade, and social enterprising and community involvement. Events such as fashion shows, toy sales and open days have been very successful also taken place this year.

**Emerging Needs Project (community support)** More than 50 families have been supported Via our charity shops which supports the needs of families. Referred by multiagency /Social Services professionals, they have been able to access financial support toward specialist equipment, clothing, beds, bedding, winter care packages, furniture, and educational /developmental toys. This has been available for families facing extreme hardship or exceptional circumstances.

**Re-use and Recycle** – Approximately 800 Tons of goods have been reused and saved from landfill. Approx. 150 tons of clothing and textiles alone. Low cost affordable goods have been sold at our 4 shops that provide an essential resource in communities during times of hardship. Furniture, toys, books, shoes and an array of household items glass, cardboard and paper have been reused, helping to significantly reduce our local landfill.

**Volunteering** - We have 139 made up from 7 Trustees, 51 volunteers working directly with children and young people, 88 charity shop volunteers who have supported the projects and the community throughout this year. We are confident of the estimated



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volunteering time of 15,000 hours' Time and experience is of an exceptional value to our charity. Estimated in monetary term would be an incredible £125,000 in match funding to our organisation.

**Training** - Staff, volunteers and parents have benefited greatly from our comprehensive training programme: Agored Cymru Credits have been achieved by 25 volunteers at Buddies & 48 participants at Take That. Over 6,000 training hours have been achieved along with 265-unit credits.

Examples of training and experience on offer includes:

- Health and Safety
- Recycling
- Internet safety
- Conduct in a workplace
- Customer care skills
- Money handling skills
- Retail & Admin skills
- eBay and entrepreneurship
- Communication skills
- Marketing & publicity skills
- Disability Awareness
- Safeguarding
- Play Skills
- Autism Awareness
- Managing challenging behaviour
- British Sign Language
- Level BTEC Level 3 in Education & Training



We are extremely grateful for all the support of our Staff, Volunteer, Families, Funders, Supporters and Customers **Thank you for your continued support.**

**New and exciting development for 2019/20** - We are delighted to announce that we are the winners of EBAY Charity of the YEAR announced in November 2019.

**Video available of the project**

<https://www.youtube.com/watch?v=2KLECK7zEXg&feature=youtu.be>



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## **RESPONSIBILITIES OF THE TRUSTEES**

Charitable and Company Law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The Trustees must also prepare financial statements on the ongoing concern basis unless it is inappropriate to presume that the Charitable Company will continue its activities.

The Trustees are responsible for keeping proper accounting records which disclose reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for preventing and the detection of fraud and other irregularities.

## **RISK POLICY**

The Trustees carried out a risk analysis as part of the Business Plan, which will be reviewed annually. This analysis has identified the main risk to the Charity to be the reduction or withdrawal of funding and failure to secure adequate monies. Any reductions of funding will lead to the loss of staff and additional statutory redundancy costs unless new sources of income are found. To mitigate this risk, the Trustees are actively looking for alternative sources and seeking to build reserves to 6 months running costs.

## **RESULTS**

The results for this year and the charities financial performance at year end are shown in the attached financial statement.

## **ACCOUNTANT**

A resolution to appoint R.R. Watkins, as the accountant to provide an independent examination and accounts will be proposed at the Annual General Meeting.

## **RESERVES POLICY**

The Trustees recognise the need to build up the Charity's reserves to meet current and future obligations, including redundancy costs, which may arise in the event of a fall in funding. The level of reserves required for this purpose has been set as six months operating costs.

Signed by order of the Trustees:  Pauline Lewis

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**ACCOUNTANTS REPORT**

The accounts have been independently examined and are presented as exempt from audit for the year-end 30<sup>th</sup> April 2019

- (a) The Trustees (Directors) declare that the Company was exempt under section 447 of the Companies Act 2006
- (b) The Trustees have not required the Company to obtain an audit in accordance with section 467 of the Companies Act 2006.
- (c) The Trustees acknowledge their responsibilities for

Ensuring the Company keeps accounting records which comply with the Companies Act 2006 and preparing accounts which give a true and fair view of the state of affairs of the Company as at the end of the financial year, and of its profits or loss for the financial year, and which otherwise comply with the requirements of the Companies Act in relation to the accounts, so far as applicable to the Company



R. R Watkins A.F.A

Dated: 19<sup>th</sup> November 2019

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**LOCAL AID – MAIN ACCOUNT – YOUTH ACTIVITIES & VOLUNTEERING PROJECTS**  
**For the year ended 30<sup>th</sup> April 2019**

| <u><b>INCOME</b></u>     |       | <u><b>£</b></u>        | <u><b>EXPENDITURE</b></u>                  | <u><b>£</b></u>        |
|--------------------------|-------|------------------------|--|------------------------|
| <u><b>Grants</b></u>     |       |                        | <u><b>Staff Costs</b></u>                  |                        |
| Diversity - subs         | (R/F) | 405                    | Wages & Employers NIC                      | 94,525                 |
| Social Change fund       | (R/F) | 4,200                  | Staff travel & Training                    | 2,065                  |
| CCS Families First       | (R/F) | 52,500                 | Volunteer Expenses                         | 4,785                  |
| Global Make Some Noise   | (R/F) | 40,174                 | <u><b>Beneficiaries Costs</b></u>          |                        |
| Millennium Stadium Trust | (R/F) | 3,600                  | Room Hire                                  | 2,250                  |
| Refund                   |       | 6                      | Activities & Activity Materials            | 2,195                  |
| Welsh Gov -React fund    |       | 750                    | <u><b>Administration &amp; General</b></u> |                        |
| Donations                |       | 5,542                  | Sundry                                     | 361                    |
|                          |       |                        | Telephone & Broadband                      | 1,320                  |
|                          |       |                        | Insurance                                  | 5,172                  |
|                          |       |                        | Office utilities                           | 312                    |
|                          |       |                        | Office Rent                                | 1,099                  |
|                          |       |                        | Accounting                                 | 1,010                  |
|                          |       |                        | Bank Charges                               | 157                    |
|                          |       |                        | Fees & memberships                         | 246                    |
|                          |       |                        | DBS Checks                                 | 406                    |
|                          |       |                        | Excess of expenditure over income          | (8,726)                |
|                          |       | <u><b>£107,177</b></u> |  | <u><b>£107,177</b></u> |

**BALANCE SHEET:**

As at 30<sup>th</sup> April 2019

|                               | <u><b>£</b></u> | <u><b>£</b></u> |
|-------------------------------|-----------------|-----------------|
| Fixed Assets                  |                 | 1,190           |
| <u><b>Current Assets</b></u>  |                 |                 |
| Bank Balance -Current account |                 | 78,005          |
| Bank Balance -Savings account |                 | 140,000         |
| Debtors                       |                 | 2,058           |

**Current Liabilities**

|           |    |
|-----------|----|
| Creditors | 50 |
|-----------|----|

**Net Assets**

**Represented By:**

|                                   |                        |                        |
|-----------------------------------|------------------------|------------------------|
| Accumulated Fund B/F              | 163,634                |                        |
| Excess of Income over Expenditure | (8,726)                |                        |
| Net Transfer from Shop Account    | 66,295                 |                        |
|                                   | <u><b>£221,253</b></u> | <u><b>£221,253</b></u> |

These accounts have been prepared based on the records provided to show the organisation's position as at 30<sup>th</sup> April 2019

  
 R.R.Watkins A.F.A



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**SHOPS ACCOUNT – MORRISTON, UPLANDS, RAVENHILL & GORSIENON**  
**For the year ended 30<sup>th</sup> April 2019**

| <u>INCOME</u>                                | <u>£</u>               | <u>EXPENDITURE</u>                           | <u>£</u>               |
|--|------------------------|--|------------------------|
| <u>Charity Shop &amp; Recycling Receipts</u> | 115,031                | <u>Staff Costs</u>                           |                        |
|  |                        | Wages and Employer NIC                       | 15,800                 |
|  |                        | Volunteer Expenses, Training & Welfare       | 13,618                 |
|  |                        | <u>Premises</u>                              |                        |
|  |                        | Shop Leases & Insurances                     | 30,746                 |
|  |                        | Shop Utilities                               | 5,592                  |
|  |                        | Shop Maintenance                             | 8,798                  |
|  |                        | <u>Administration &amp; General</u>          |                        |
|  |                        | Telephone & Internet                         | 1,521                  |
|  |                        | Bank Charges                                 | 810                    |
|  |                        | Sundries                                     | 325                    |
|  |                        | <u>Vehicle Tipping &amp; Recycling Costs</u> |                        |
|  |                        | Vehicle Costs                                | 4,094                  |
|  |                        | Waste Collection                             | 6,045                  |
|  |                        | Vehicle Depreciation                         | 325                    |
|  |                        | Surplus of Income over expenditure           | 27,357                 |
|  | <b><u>£115,031</u></b> |  | <b><u>£115,031</u></b> |

**BALANCE SHEET:**

As at 30<sup>th</sup> April 2019

|                      | <u>£</u> |     | <u>£</u> |
|----------------------|----------|-----|----------|
| Fixed Assets at Cost |          | Nil |          |

**Current Assets**

|              |        |
|--------------|--------|
| Bank Balance | 66,390 |
|--------------|--------|

**Current Liabilities**

**Net Assets**

**Represented By:**

|                                    |                        |                       |  |
|------------------------------------|------------------------|-----------------------|--|
| Accumulated Fund b/f               | 105,328                |                       |  |
| Surplus of Income over expenditure | 27,357                 |                       |  |
| Net Transfer to Main Account       | (66,295)               |                       |  |
|                                    | <b><u>£ 66,390</u></b> | <b><u>£66,390</u></b> |  |

These accounts have been prepared based on the records provided to show the organisation's position as at 30<sup>th</sup> April 2019



**R.R. Watkins A.F.A**

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**ACCOUNTS COMBINED**

**INCOME & EXPENDITURE ACCOUNT:**

For the year ended 30<sup>th</sup> April 2019

| <b><u>INCOME</u></b>     |       | <b><u>£</u></b>        | <b><u>EXPENDITURE</u></b>                           |  | <b><u>£</u></b>        |
|--------------------------|-------|------------------------|---|--|------------------------|
| Charity Shops            |       | 115,031                | <b><u>Staff Costs</u></b>                           |  |                        |
| <b><u>Grants</u></b>     |       |                        | Wages & Employer NIC                                |  | 110,325                |
| Social Change Fund       | (R/F) | 4,200                  | Staff Travel & Training                             |  | 2,065                  |
| Diversity                | (R/F) | 405                    | Volunteer Training & Expenses                       |  | 18,403                 |
| CCS Families First       | (R/F) | 52,500                 | <b><u>Premises</u></b>                              |  |                        |
| Global's Make Some Noise | (R/F) | 40,174                 | Leases & insurances                                 |  | 30,746                 |
| Millennium Stadium Trust | (R/F) | 3,600                  | Utilities   |  | 5,592                  |
| Refund                   |       | 6                      | Maintenance   |  | 8,798                  |
| Welsh Gov -React fund    |       | 750                    | <b><u>Beneficiaries Costs</u></b>                   |  |                        |
| Donations                |       | 5,542                  | Room Hire   |  | 2,250                  |
|                          |       |                        | Activities & Activity Materials                     |  | 2,195                  |
|                          |       |                        | <b><u>Administration &amp; General</u></b>          |  |                        |
|                          |       |                        | Telephone & Broadband                               |  | 2,841                  |
|                          |       |                        | Insurance   |  | 5,172                  |
|                          |       |                        | Bank Charges  |  | 967                    |
|                          |       |                        | Office utilities                                    |  | 312                    |
|                          |       |                        | Office Rent   |  | 1,099                  |
|                          |       |                        | Accountancy   |  | 1,010                  |
|                          |       |                        | DBS Checks  |  | 406                    |
|                          |       |                        | Fees & Memberships                                  |  | 246                    |
|                          |       |                        | Sundries  |  | 686                    |
|                          |       |                        | <b><u>Vehicle Tipping &amp; Recycling Costs</u></b> |  |                        |
|                          |       |                        | Vehicle Costs                                       |  | 4,094                  |
|                          |       |                        | Motor Vehicle Depreciation                          |  | 325                    |
|                          |       |                        | Waste Collection                                    |  | 6,045                  |
|                          |       |                        | Excess of expenditure over income                   |  | 18,631                 |
|                          |       | <b><u>£222,208</u></b> |   |  | <b><u>£222,208</u></b> |

These accounts have been prepared based on the records provided to show the organisation's position as at 30<sup>th</sup> April 2019



**R.R Watkins A.F.A**

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**BALANCE SHEET:**

|                                   |   |   |
|-----------------------------------|---|---|
| As at 30 <sup>th</sup> April 2019 | £ | £ |
|-----------------------------------|---|---|

## Fixed Assets

|                  |     |
|------------------|-----|
| Motor Vehicle    |     |
| Office Equipment | 333 |
|                  | 857 |

### Current Assets

|                              |         |
|------------------------------|---------|
| Local Aid Main Account       | 78,005  |
| Local Aid Saving Account     | 140,000 |
| Shops Account & Cash in Hand | 66,390  |
| Debtors                      | 2,058   |

**Represented by:**

|                  |        |
|------------------|--------|
| Reserved Funds   | 65,050 |
| Restricted Funds | 24,600 |

### Current Liabilities

|           |    |
|-----------|----|
| Creditors | 50 |
|-----------|----|

## Net Assets

|                              |                 |                 |
|------------------------------|-----------------|-----------------|
| Represented By:              |                 |                 |
| Accumulated Fund B/F         | 268,962         |                 |
| Surplus Income in the period | 18,631          |                 |
|                              | <b>£287,643</b> | <b>£287,643</b> |

These accounts and financial statements were approved by the members of the committee on the 18<sup>th</sup> December 2019 and are signed on their behalf.

For the year ending 30<sup>th</sup> April 2019 the Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been delivered in accordance with the provisions applicable to companies' subject to the small companies' regime.

Pauline Lewis (Chair)

**Marie Powell (Secretary)**

**RR Watkins A.F.A Accountant**



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