

**A D D INFORMATION SERVICES
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2019**

**A D D Information Services
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**A D D Information Services
Charity Information**

Organisation Name: A D D Information Services

Organisation Address: 10th floor
Hyde House
London
NW9 6LH

Charity Number: 1070827

Bankers: Lloyds Bank
105-109 Station Road Middlesex
Edgware
HA8 7JL

Independent Examiner: Community Barnet
1st Floor Barnet House
1255 High Road
London
N20 0EJ

**A D D Information Services
Trustees Report
For the year ended 31st March 2019**



Trustees' Report

About ADDISS

Attention Deficit Disorder Information Services (ADDISS) is a registered charity dedicated to serving individuals and their families affected by the highly prevalent medical condition, Attention Deficit Hyperactivity Disorder (ADHD).

Mission Statement and Core Values of ADDISS

ADDISS was founded 25 years ago by Andrea Bilbow after her children were diagnosed with ADHD. Since its inception, ADDISS has committed thousands of pounds to its mission of providing support and promoting knowledge, understanding and positive attitudes towards ADHD.

ADDISS works at both a national and local level in partnership with local support groups to provide information, training and support for parents, sufferers and professionals in the fields of ADHD and related learning and behavioural difficulties

ADDISS supports a multi-disciplinary assessment and treatment protocol, including education and behavioural interventions, with or without medication and aims to help and support families in finding the most appropriate approach to intervention for their child or for an adult with ADHD. The work of ADDISS is supported by its professional board of expert advisors.

Core values:

- Achieving recognition of ADHD and advocacy for children and adults
- Providing clear and factually based information
- Supporting a broad range of evidence-based interventions
- Working with professional organisations in the fields of health, education and youth justice
- Providing access for children, adults and families to advice from knowledgeable peers

About ADHD

It is estimated that between 3% and 7% of school age children in the UK have ADHD. The UK's National Institute for Clinical Excellence, (NICE), suggests that it affects 5% of the school-aged population.

It was thought that children 'grew out' of the condition by the time they reached adolescence however in reality the majority of those children will continue to have significant problems in adulthood.

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Long-term effects of ADHD

Undiagnosed or untreated ADHD can have significant long-term impact on a child. Without adequate support and interventions ADHD can result in:

- Under-performance at school and reduced educational achievement
- Mental health problems
- Difficulties in making and sustaining relationships (with peers, teachers and family)
- Difficulties finding and keeping a job
- Criminal behaviour

ADHD Now

The circumstances, as we move towards the third decade of the 21st century, appear to be far more supportive to individuals with ADHD, be they children, young people or adults. There are notable changes in the way professionals in healthcare, social or educational settings perceive ADHD as a distinct clinical entity, and the virtually universal acceptance of the need for an early diagnosis and management of this eminently treatable condition.

Given the high prevalence of ADHD (3% – 5% of population according to most epidemiological studies), there is a general acceptance amongst policy-makers in the UK Government as to the economic and human cost associated with unrecognised/untreated ADHD, both personally on the lives of individuals in short- and long-term, and collectively on the society as a whole. Indeed, there is now a widely held consensus as to the correlation between indicators of societal ills and ADHD. For example, burgeoning youth crime, growing underclass, 'drug abuse culture' and higher prevalence of self-harm.

External lobbying groups have ensured the Green paper for special educational needs provision recognises the needs of children with ADHD in the school setting.

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ADDISS: The Challenge Ahead

The level of acceptance of ADHD by professionals in the health, education and social services has improved due to the advocacy and campaigning efforts over the past two decades by various individuals and organisations (of which ADDISS is a prime example in the UK). Despite this progress, there are some major barriers that still confront individuals with ADHD and their families.

The main barrier being encountered by families in relation to ADHD is around their experience of a grossly inadequate 'individuation' of care through an apparent lack of coordination between major agencies, principally health, education and social services. The seemingly 'top-down' approach to developing 'guidelines' and 'pathways' for providing multi-disciplinary care for individuals with ADHD falls short of meeting the ideal of a tailor-made care package. This short-coming is owing to factors such as inflexible local service-management structures, professional differences regarding ADHD, a 'committee-knows-best' professional attitude as perceived by families, and above all, a visible shortage of resources dedicated to the care of individuals with ADHD, and their families.

As a result of these perceived shortcomings, many of these individuals with ADHD from all over the UK have been turning to ADDISS – via its helpline, mainly - for help in tackling their difficult personal circumstances within their local service contexts. As the number of individuals diagnosed with ADHD rises exponentially, there has been a corresponding increase in the demand for services that ADDISS has been known to offer. These services include active listening and support to individuals and their families, help in accessing local services and receiving advice on authoritative sources of information relevant to ADHD in their own circumstances.

The advocacy success of ADDISS in helping to create a more conducive environment in the UK for sufferers of ADHD has also, rather ironically, led to a tremendous rise in demand for ADDISS' support and information services. The demand for these services exceeds what ADDISS can supply in support. Andrea Bilbow OBE, the ADDISS CEO, and her small team of volunteer workers and staff have been gallantly braving the challenge, in keeping with the ADDISS ethos of 'service with a smile' above all else. The real focus for ADDISS is to proactively seek to expand its resource-base, as well as broaden the range of resources it can offer, so as to reflect the working methods of the 'technology-driven' modern times. These challenges notwithstanding, ADDISS remains fully committed to its founding spirit of advocacy for the large number of vulnerable children, young people and older adults with ADHD and their families.

The twin goals of providing information and support to the large number of individuals suffering from ADHD – arguably the most vulnerable segment of our society - still remain at the heart of ADDISS, being the driving force underpinning all our actions and campaigns for the past decade.

Specific details of how ADDISS has translated its stated goals into positive action-streams, are contained in the passages that follow.

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ADDISS in 2018-2019: A Review

Working at a National Level

THE ADDISS Helpline

The telephone helpline run by ADDISS is the only helpline of its kind in the country. It is the only helpline for ADHD in the UK which provides open access for everyone. Due to the lack of awareness around ADHD and the services available for sufferers, the ADDISS helpline is often the first, and sometimes only, port of call for individuals, or their parents, who suspect that they, or their children, have ADHD.

It is still run with a skeleton staff, but the passion of the staff to give help and advice to those most in need make up for their small number.

Who works on the ADDISS Helpline?

The ADDISS helpline is manned by volunteers, family support workers and our psychotherapist. Our volunteers are either people with ADHD or parents of children with ADHD. Our volunteers bring enormous empathy to the role and can be very reassuring for many of our callers. Our family support workers have extensive experience in teaching parenting skills and behaviour modification.

One day per week, the ADDISS helpline is attended by a psychotherapist who is also a behaviour specialist and former head teacher. He is able to give professional advice on managing some of the more complex problems the families are facing with their children.

The helpline is only open from 10 am to 3pm weekdays and many times it has had to closed due to, staff shortage and funding cuts or holidays. The rest of the time the answer phone will take messages and we try to return every call. Out of these hours the answer phone takes many calls and more often than not by the next morning it is full. This is a clear indication that there is a definite need for this helpline to be funded full time and possibly with two lines or more.

The calls have continued to become more complex over the years with many calls lasting over an hour. This means that many callers are unable to get through to us and are quite rightly angry when they finally get through and reach an answer phone.

There is a great need for a well-funded full-time national helpline free at point of access. This is an area we hope to expand.

Early recognition, increased support and access to appropriate interventions (behavioural, educational, treatment) can help children with ADHD lead fulfilling and successful lives.

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What kind of calls do we receive?

Modern technology whilst in some circumstances can be very helpful for people with ADHD it can also become a great curse. More and more we are receiving calls from parents of children who appear addicted to their smartphones, their iPad's and their gaming consoles. Parents report a drop in educational attainment and a change in behaviour and mood.

Parenting courses do little to address this vulnerability and parents continue to feed this addiction by buying more games, paying for more data, and putting faster broadband into the home.

We give a lot of telephone advice and support on how to parent a child with this problem. It is a real problem and an addiction as grasping as taking heroin. Withdrawal from gaming is equally challenging.

There is little expertise or support in the UK for this particular problem.

As an organisation we have reached out to experts abroad to gain more knowledge and skills and have set up workshops and talks with people who specialize in this field. We are making a difference albeit small at this point.

In addition to receiving calls on the helpline, we also receive many enquiries via email. Given our limited resources we are unable to answer all emails and provide the much-needed support the people of Barnet need. We have identified this as an area that needs more investment either in staff resources or improvement in our digital technology.

Volunteers

We are committed to encouraging volunteering at ADDISS. It is an environment where people with ADHD are valued and where they can commit to a job without fear of prejudice. Each volunteer is a valued member of the team who is treated as if they were a paid member of staff. They have dedicated hours and they also have holidays.

The Newsletter

ADHD News is our quarterly newsletter. These newsletters carry articles written by contributors all over the world and are of a very high quality. The newsletter is currently only sent to paid members of ADDISS which includes parents, professionals and a large number of clinics. It is often given freely at events. It is then placed on the website for general viewing one year after publication. We would like the funding to allow us to publish and give this away freely to all parents and professionals as it has proven to be extremely popular and helpful. Interestingly we do have an international membership reflected in our conference attendance and research.

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The Website and social networking

Whilst the website has up until now been very helpful to the public, we do recognise that it needs updating, not just with information but with new technology to allow better engagement and interaction. Funding for this is something we shall be pursuing.

We do currently run both a closed Facebook group which is strongly moderated as well as two Facebook pages which allows us to share information very quickly with followers. Our Facebook pages have a combined following of over 7000 followers. We also run an international Facebook in collaboration with Empower ADD which has in excess of 13000 followers.

We also manage a twitter account @UK_ADHD with over 3500 followers a 50% increase on last year.

Training

123 Magic – effective discipline a behavioural management programme

ADDISS is the UK Licence holder for this programme. We train practitioners to deliver the programme to families and to schools.

123 Magic is a behavioural management programme designed to help parents manage the core symptoms of ADHD at an early age. It encourages parents to build a system and put boundaries and strategies in place in the home. It does not cure ADHD, but it helps children become better self-managers and teaches them to make better choices about their behaviours.

It creates harmony in the family and promotes good child parent relations. It is also designed to stop the onset of conduct disorder.

We continue to promote this programme widely as we know it works very quickly. We now have over 800 practitioners in the UK using this programme successfully with some very troubled families. Parents and children like this programme because it reduces shouting and punishment. It prepares parents for the teenage years and makes this transition much easier.

This programme has a component for use in schools and we have now trained a number of schools to implement it. It is heavily used in Children Centres across Surrey, Northamptonshire, Nottinghamshire, Tyne and wear and much of the North East and North West.

Research from Australia has shown the programme to still be effective two years later. It has also shown that it is a programme that is best suited to parents who may have ADHD themselves as it helps them to manage their own emotions when modifying the behaviour of their children. The programme is still incredibly popular.

Through the 1 2 3 Magic practitioner programme we are reaching and indirectly changing the lives of over 40,000 children each year.

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Schools

We continue to be invited into schools to deliver training. The demand for inset training on ADHD has increased in the past year. We are often called in to give advice around particular children.

We deliver full day and half day trainings in school, and we also offer a consultancy service.

Corporate training

We have delivered training to large companies wishing to upskill staff and HR departments. We recently delivered training to the AWE (Atomic Weapons Establishment) in Aldermaston

Talks and awareness

Our Chief Executive Andrea Bilbow OBE is often invited to talk at conferences both in the UK and abroad.

Locally in Barnet and the UK

- Guest Speaker at a Send Conference and the Sendiass conferences in Barnet
- Guest Speaker and organised international speakers for local ADHD conferences in Guernsey, Sheppey and Dundee
- Training for eight local schools
- Guest Speaker at the EUNETHYDIS conference in Edinburgh
- Attended meetings for the All-Party parliamentary Group for ADHD in April, July and October
- Hosted ADHD talks in Barnet from national and international professionals in the area of ADHD
- Held meetings with specialists in the field of ADHD

Andrea also visited and Supported ADHD projects in Liverpool, Sheppey, Harrogate, Dundee, Lincoln, Richmond and Guernsey

Internationally

- Guest Speaker at the EFNA meeting in Brussels
- Presented our work at IACAPAP (The International Association of Child and Adolescent Psychiatrists and Allied Professionals) in Prague
- Invited to present our work at the World Federation of ADHD Congress held in Portugal in 2019
- Andrea represented ADDISS and the UK at several European projects in Barcelona, Fuerteventura, Porto, Palermo, Rome and Madrid
- Andrea continues to be the President of ADHD Europe

Through our experiences as a patient organisation we have so much we can share with countries that are just starting on their journey to advocate for children and families.

At each talk the opportunity is taken to share our work and our values with others, offering strategies to support families and their children, using a model that ADDISS has produced and is proud to promote.

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Conferences

As part of our commitment to raising awareness and educating parents and professionals we hold events all over the country bringing a wide range of knowledge and expertise to share with parents and patients. We try to reach parents in parts of the country that do not usually have access to such high-quality speakers and information.

ADHD Awareness Week - October 2018

In October 2018 we once again organised a roadshow of conferences, featuring national and international experts on ADHD, visiting the Isle of Sheppey and Guernsey. We also hosted 2 talks in Barnet. We work closely with the ADHD support groups in those areas. The conferences were well attended by parents, teachers, clinicians, commissioners, the police, fire service and many other professional people. The focus was on Pathways to success for people with ADHD and the international speakers (whom parts of the country would not normally have access to) delivered messages of empowerment, and shared practical and innovative ways to ensure the best outcomes for people with ADHD.

Working at a Local Level

The ADDISS Resource Centre

Apart from the diverse range of books, DVDs and training materials, our premises house a large amount of reference texts, articles and resources. The resource centre is visited by many different people ranging from parents, adults with ADHD, students, doctors, teachers and many other professionals seeking information, help and support.

We hold meetings and coffee mornings for parents, and we see parents on a one to one basis by appointment.

The helpline is run from our premises and one day a week we have a qualified psychotherapist who takes the calls. He also sees families and adults with ADHD on a one to one basis offering much needed family therapy or CBT.

Finances

The charity, like most charities, struggles with funding and its mainstream of funding comes from the activities of the trading subsidiary. Without the activities of the trading arm the charity would not be able to fulfil its aims and objectives. Continuing budget cuts across health and education have made it more difficult for charities like this to become self-sustaining. We are proud that we are able to be more or less self-sustaining but extra funding would enable us to employ more staff and to grow.

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Finances

Our funding comes from

- the activities of our trading subsidiary which delivers training, sells resources and organizes conferences.
- Membership fees
- Talks and consultancy
- Therapy
- Grants
- Research Grants
- Fundraising Events
- Donations

Donations

We would like to thank our donors who have given generously throughout the year and who raised funds through various fundraising activities. We would especially like to thank the many professionals who have donated their time freely saving us considerable costs.

In this last year, our donations have totalled £38,232.68

- Over £20,000 was raised by members and supporters through fundraising activities using the Just Giving fundraising website and Facebook giving
- £15,000 was donated from our trading subsidiary

Research and Projects

ADDISS continues to support research and ensure that parents' and patients' voices are heard. Our chief executive Andrea Bilbow OBE is involved in many such projects. She also sits on the steering group for The National Prescribing Observatory for Mental Health (POMH-UK) which aims to help specialist mental health Trusts/healthcare organisations improve their prescribing practice.

ADHD Europe

ADDISS collaborates fully with ADHD Europe, an umbrella organisation promoting the rights of people with ADHD across Europe and advocating for equality of services. Our Chief Executive is President of ADHD Europe and represents both ADDISS and ADHD Europe at European Events.

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The MIND Project

A pan-European training network MiND (Mastering skills in the training Network for attention deficit hyperactivity and autism spectrum Disorders) aims to educate a new generation of researchers in the field of neurodevelopmental disorders, through innovation-oriented research combined with highly interdisciplinary and intersectoral international training. www.mind-project.eu. Andrea Bilbow continues to represent ADHD Europe and its member organisations as a partner in this project. She also sits on the Ethics monitoring steering group ensuring patients views are heard and their rights protected.

Eat2beNICE

We are involved in an EU project run out of the Netherlands called Eat2beNICE which will investigate the effects of Nutrition and Lifestyle on Impulsive, Compulsive, and Externalizing behaviours. Maladaptive impulsivity and compulsivity predispose to antisocial and addictive behaviours. Factors influencing those traits are not well understood, but diet, lifestyle, socio-economic status (SES), sex, and heritability play pivotal roles. The project aims (1) to identify nutrition and lifestyle drivers that can be employed to prevent detrimental impulsivity/compulsivity in males and females across the lifespan, (2) to characterize the etiologic paths leading to extreme behaviour, and (3) to promote policy changes to counteract maladaptive impulsivity/compulsivity by disseminating evidence-based information about health-related behaviours to families, clinicians, policy makers, and general public. We join experts from multiple disciplines across Europe to achieve this. This project will run until August 2022.

BEHAVE

Woodcroft School in Barnet continues to partner with ADDISS in a research-based project called the "BeHave Project". 5 countries are involved in this project and the UK is one of them. The Project's aim is to ensure that teachers understand school children's 'SEBD' (Social, Emotional and Behavioural Difficulties) and have the right strategies to teach them successfully. The end goal is to incorporate this into usual teacher training. The project will run until August 2020.

CoCA ADDISS joins an interdisciplinary team of experts to study comorbidity between the most frequent psychiatric conditions, ADHD, mood/anxiety, and substance use disorders, and a highly prevalent somatic disease, obesity. ADHD, a childhood-onset disorder, forms the entry into a lifelong negative trajectory characterized by these comorbidities. Common mechanisms underlying this course are unknown, despite their relevance for early detection, prevention, and treatment. Jointly with the team of experts, ADDISS continues to address these issues.

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BASE (Behavioural Assessment to Improve School Environment)

ADDISS continues to be a partner in an Erasmus Plus project collaborating with partners from Institutions in Romania, Portugal, Italy, Brussels, Dublin, Turkey and Holland. The BASE project (Behavioural Assessment to improve School Environment) will develop an innovative web-based software for the application of the positive behaviour support at school. The application will offer directly school leaders, teachers, and, more in general, the community of people involved in the educational processes a tool to ease the organisation of a school based on values in which the decision making and the problem solving processes are guided by a systematic data collection. The tool will help school directors and teachers to prevent and effectively face the occurrence of problem behaviours as well as teachers' burnout and students' disengagement. This project will run till August 2020.

General Research support

Through our newsletter, Facebook page and email newsletter we assist in the recruitment of patients to participate in a large number of studies. We also help with the dissemination of project outcomes.

ADDISS also partners with Voluntary Sector organisations in the local area, such as Barnet SENDIASS, Mencap, the Young Barnet Foundation, Community Barnet and Inclusion Barnet.

ADHD in Barnet Project

We have been funded by the Clinical Commissioning Group from The London Borough of Barnet to deliver the ADDISS gold standard service for 120 families in Barnet.

The CCG recognised the expertise of ADDISS and approached us to fund the ADHD in Barnet Project. CAMHS had been struggling with the number of referrals that they were receiving in relation to ADHD and they funded us to support the CAMHS service. At the time, the CCG commented that; "we realise ADHD is the biggest Mental Health crisis currently faced by society and we acknowledge that we have been letting the ADHD community down for a long time".

Barnet is the second largest borough in London where 5000 children are living with ADHD of which only about 8% may have a formal diagnosis. Many families who have children with ADHD find that they have difficulty managing their children's behaviour and that their children are often socially isolated at school and in their local communities.

Two new members of staff were appointed to carry out this project alongside the CEO. We began this project in June 2018 and by the end of this financial year, we had already exceeded expectations as follows:

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ADHD in Barnet Project

Summary

From June 2018 to the end of March 2019, 135 parents registered with ADDISS, seeking support in respect of their child or in some cases children who have ADHD. Of these families

- 12 Parents have attended scheduled one to one meetings to learn more about ADHD
- 72 parents have attended ADHD parenting behaviour modification and Psychoeducation programmes with ADDISS
- 112 parents have attended ADHD Guest Speaker events
- 16 children, who are not receiving support in the community or at school, and their parents have attended a total of 52 Psychotherapy sessions with Colin McGee, our in-house Psychotherapist, who also dealt with 10 emergency phone calls.
- The remaining parents are being offered the opportunity to attend new courses starting in April 2019

Our cohort of 135 parents were made up of referrals from CAMHS, Social Care, Schools and self-referrals.

Since June 2018 eight Barnet Schools have received training for whole school staff.

Parent comments following attendance on Parenting Programmes and Psycho Education Workshops:

Truly amazing and practical course, most useful course I have ever attended. Psychoeducation and group therapy in one. That is the solution.

Parent LA

Thank you so much for this programme, it has been so valuable to us as a family, there is so much more peace, organisation, and as a result more space in our time and fun. Please continue to help as many people as you can. Also, my confidence as a parent has grown and as a result my children's confidence in me and themselves as competent people has grown steadily. Many many, thanks to the ADDISS team. Parent BH

Before ADDISS my life was worthless I struggled with everything. I couldn't handle my boys I was drowning every day in tears. Once I got to this project it has been amazing it's like I've been given a magic wand thanks to Andrea and her team. I am in control of my life now.

Parent D

I am a better parent because of the support that I have received from ADDISS. This course has had a huge positive impact for my family. Amazing, Amazing, Amazing, I can't thank Andrea enough. My children and I have a better relationship now.

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Parent F

123 Magic has been a very powerful tool for me in many ways I found a new life after attended the training it gives me faith and strength to work with my children. Andrea saying, it's not our children's fault and they can't control their behaviours. It is the ADHD. The most important thing is that Andrea has taught us not to give up on them and find out what their strengthen is and then invest on it. Children are 13 years old and 4 and half years old.

Parent WC

I am enjoy come to class on ADHD. I am learning each day which will help me to stop X hurt his brother and sister when he do not need to. It help me to understand him when he feel angry and stressed.

Parent DG

I found the programme very helpful I would recommend it to other parents attending this course has benefitted me and my family a lot.

Parent AP

A most informative and insightful programme, both child and parent learn and benefit greatly building love, trust, support, cooperation and harmony. This is a wonderful programme with excellent resources.

Parent SN

It has been fantastic, and I look forward to having a more peaceful home and stop shouting and losing my temper. Thank you, Andrea.

Parent VG

With over 20 years of experience we hope to share the knowledge and insights we have gained especially with regard to innovative approaches towards improving the lives of children and adults with ADHD and their families.

ADDISS: The Future

It is important to look to the future to see if there is any way we can increase our helpline hours and bring in more helpline staff for this much needed support. We are delighted that Psycho-therapist, Colin McGee continues to be a part of our team, working part time on a voluntary basis; not only supporting families and individuals on the helpline once a week, but also delivering therapy and support for adults with ADHD, young people and their families. However, we are still desperately in need of the funds to increase our capacity for support.

We would like to extend this to include volunteers from psychotherapy and counselling training organisations and provide appropriate in-house supervision should funding allow.

It is essential that young people and adults with ADHD are able to access some of the treatment they need to improve their quality of life. However, this access is still extremely variable - between different parts of the country, different services, different professions and different views of what causes behaviour.

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ADDISS: The Future

Our work will hopefully enable many more people with ADHD to get the treatment they need – or ask for the specific appropriate help they need. - delivered to them within health services.

The views on our work are commonly expressed by the subscribers and users of ADDISS services - which include many thousands of children, young people, ADHD adults, parents and carers, and professionals from many fields. These professionals include teachers, psychiatrists, nursery nurses, psychologists, paediatricians, enlightened staff of the youth, police and prison services and many more. This growing group of ADHD affected, and ADHD-friendly constituents has influenced the work and direction of ADDISS over the 25 plus years since it was set up.

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Trustees' Name	Trustees' Role	Date Appointed/Co-Opted	Date Resigned
Mrs Jessica Hyams	Acting Chair	20.02.2016	
Mr Danny Eastman	Vice Chair	10.02.2014	
Mrs Sharon O'Dell	Treasurer	12.03.2011	
Mrs Bernadette Ashton	Secretary	11.06.2016	
Mrs Jenny Missen	Chair	12.03.2011	
Dr Rashmin C Tamhne	Trustee	12.03.2011	
Mrs Nicole Eastman	Trustee	16.9.17	06/01/2020

Members of the Professional Advisory Board:

Prof. Eric Taylor

Prof. Peter Hill

Dr Daphne Keen

Prof. Jeremy Turk

Prof. Ian Wong

Paul Cooper PhD

Dr Nikos Myttas

Dr Paramala Santosh

Dr David Coghill

Dr Val Harpin

Prof. Amanda Kirby

Professor Chris Hollis

**A D D Information Services
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Trustees' responsibilities in relation to the financial statements

The A D D Information Services trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires charity trustees to prepare financial statements for each year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources for that period. In preparing the financial statements the trustees are required to: -

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP
- make judgments and 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
- prepare the financial statements on the 'going concern' basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with 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. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees declare that they have approved this report.

Full Name: **JESSICA HYAMS**

Position: **CHAIR**

Signature: **Jessica Hyams**

Date: **31/01/20**

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Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether matters have come to my attention.


Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 statement below.

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 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

Signature: 

Name: Keisha Chidziva

Date: 28/01/2019

Professional Qualification: BSc Applied Accounting

Address: Community Barnet
1st Floor, Barnet House, 1255 High Road, London N20 0EJ

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Statement of Financial Activities
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	Notes	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		2019	2019	2019	2018
		£	£	£	£
Income from:					
Charitable Activities	2	47,509	31,760	79,270	173,266
Investments	3	2	-	2	1
Total Income		<u>47,512</u>	<u>31,760</u>	<u>79,272</u>	<u>173,268</u>
 Expenditure on:					
Charitable Activities	4	<u>(34,082)</u>	<u>(98,114)</u>	<u>(132,197)</u>	<u>(72,730)</u>
Total Expenditure		<u>(34,082)</u>	<u>(98,114)</u>	<u>(132,197)</u>	<u>(72,730)</u>
 Net Income and (Expenditure) before transfers		13,429	(66,354)	(52,925)	100,538
Transfers		-	-	-	-
Net Income and (Expenditure)		13,429	(66,354)	(52,925)	100,538
Reconciliation of Funds					
Total Funds Brought Forward		<u>89,996</u>	<u>66,357</u>	<u>156,353</u>	<u>55,815</u>
Total Funds Carried Forward		<u>103,425</u>	<u>3</u>	<u>103,428</u>	<u>156,353</u>

**A D D Information Services
Balance Sheet
as at 31st March 2019**

		2019		2018	
	Notes	£	£	£	£
Fixed Assets					
Investment	5		<u>25,000</u>		<u>25,000</u>
			25,000		25,000
Current Assets					
Cash at Hand and Bank		80,945		71,915	
Debtors	6	<u>16,638</u>		<u>64,844</u>	
		97,583		136,759	
Creditors: Amounts falling due within one year	7	<u>(19,155)</u>		<u>(5,406)</u>	
			<u>78,428</u>		<u>131,353</u>
			103,428		156,353
Restricted Funds	8		3		66,357
Unrestricted Funds	9		<u>103,425</u>		<u>89,996</u>
			<u>103,428</u>		<u>156,353</u>

The Trustees declare that they have approved this report.

Full Name: **JESSICA HYAMS**

Position: **CHAIR**

Signature: **Jessica Hyams**

Date: **31/01/20**

A D D Information Services
Notes to the Financial Statements
For the year ended 31st March 2019

Basis of accounting

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. After due consideration, it was concluded that no restatement of the comparatives was required.

The financial statements have been prepared on a going concern basis. In arriving at this conclusion, the trustees have taken into account any material uncertainties that may affect the charity's ability to continue as a going concern.

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Funds Structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the funder.

Income recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Grants and Donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources. Donations represent voluntary amounts received during the year.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities.

A D D Information Services
Notes to the Financial Statements
For the year ended 31st March 2019

1. ACCOUNTING POLICIES (continued)

Cash Flow Statement

The Charity has taken advantage of FRS 102 (Section 1A) which exempts small charities from preparing Cash Flow Statements.

Trade Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

Trade Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Fixed Assets

Fixed Assets costing £250 or more are initially recorded at cost.

Depreciation

It is provided on tangible fixed assets so as to write off the cost or valuation, less any estimation residual value over their expected useful economic life as follows:

Plant and Machinery	33% reducing balance basis
Fixtures and Fittings	25% reducing balance basis

Investment

Fixed Asset investments are stated at cost less diminution in value

2. Income from Charitable Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£	£
Behave	-	-	-	10,389
London Borough of Barnet	-	-	-	29,997
Eat 2 Be Nice	-	-	-	14,425
Base	-	-	-	11,219
Barnet CCG	-	31,760	31,760	40,000
Donations and Gifts	31,848	-	31,848	11,179
Fundraising Income	132	-	132	381
Other Income	11,676	-	11,676	9,004
Conference and Book Sales	-	-	-	8,366
Subscription	2,074	-	2,074	366
Income from Trading Subsidiary	-	-	-	25,000
Consultancy and Training	1,780	-	1,780	2,798
Support Services	-	-	-	10,144
Total	47,509	31,760	79,270	173,266

A D D Information Services
Notes to the Financial Statements
For the year ended 31st March 2019

3. Investment Income

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£	£
Bank Interest	2	0	2	1
	<u>2</u>	<u>0</u>	<u>2</u>	<u>1</u>

4. Total Expenditure on Charitable Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£	£
Publicity Costs	2,440	-	2,440	2,878
Salaries	5,551	92,608	98,158	55,087
Other Direct Costs	19,474	-	19,474	10,674
Establishment Costs	1,405	-	1,405	1,075
Printing, posting and Stationery	243	-	243	1,861
Sundry and Other Costs	1,210	-	1,210	1,065
Travel and Subsistence	3,233	4,300	7,532	-
Accountancy Fees	1,734	-	1,734	90
	<u>35,289</u>	<u>96,907</u>	<u>132,197</u>	<u>72,730</u>

The rental expenditure for the Charity was donated and paid by ADD Information Services Ltd.

5. Investments held as Fixed Assets

	Investment in group and associated undertakings
	£
Market Value	
As at 1st April 2018 and 31st March 2019	<u>25,000</u>
Net book value	
As at 31st March 2019	<u>25,000</u>
As at 31st March 2018	<u>25,000</u>

All investment assets were held in the UK.

A D D Information Services
Notes to the Financial Statements
For the year ended 31st March 2019

5. Investment Income (continued)

The charity holds more than 20% of the share capital of the following company:

Subsidiary undertakings	Country of Incorporation	Principal Activity	Class	%
		Marketing of books and videos and the running of conferences on Attention Deficit Disorder Syndrome		
A D D Information Services Limited	England and Wales		Ordinary Shares	100

Subsidiary undertakings	Capital & Reserves	Profit/(loss) for the period
	£	£
A D D Information Services Limited	35,563	2,200

6. Debtors

	2019	2018
	£	£
Trade Debtors	-	1,844
Amounts from Subsidiary	16,600	23,000
Other Debtors	38	40,000
	<u>16,638</u>	<u>64,844</u>

7. Creditors

	2019	2018
	£	£
Taxation and Social Security	6,099	1,283
Other Creditors	5,073	4,123
Accruals and Deferred Income	7,983	-
	<u>19,155</u>	<u>5,406</u>

A D D Information Services
Notes to the Financial Statements
For the year ended 31st March 2019

8. Restricted Funds

	At 1st April 2018	Incoming Resources	Resources Expended	At 31st March 2019
	£	£	£	£
Behave	8,606	-	(8,606)	0
London Borough of Barnet	18,233	-	(18,232)	1
Eat 2 Be Nice	13,425	-	(13,424)	1
Base	10,195	-	(10,195)	0
Barnet CCG	15,898	31,760	(47,658)	(0)
Total	66,357	-	(98,114)	3

9. Unrestricted Funds

	At 1st April 2018	Incoming Resources	Resources Expended	At 31st March 2019
	£	£	£	£
General Funds	89,996	47,512	(34,082)	103,425

10. Related Parties

Controlling entity

The Charity is controlled by the trustees.

Related party transaction

At the balance sheet date, Mrs. J Missen and Mrs. O'Dell jointly owned on trust all the issue share capital of A D D Information Services Limited on behalf of A D D Information Services. A D D Information Services Limited made donations of £15,000 (2018 £25,000) to the charity. At the balance sheet date, the amount owed from A D D Information Services was £16,000 (2018 £23,000).

11. Employees Remuneration

The aggregate payroll cost of these were as follows:

	2019	2018
	£	£
Wages and Salaries	98,158	54,856

No Trustees received any remuneration during the year

