

REGISTERED COMPANY NUMBER: 02744192 (England and Wales)  
REGISTERED CHARITY NUMBER: 1014270

REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2015  
FOR  
SPRINGBOARD PROJECT

Hartley Fowler LLP  
Chartered Accountants  
44 Springfield Road  
Horsham  
West Sussex  
RH12 2PD

**SPRINGBOARD PROJECT**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 5 APRIL 2015**

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	Page
Chairman's Report	1
Treasurer's Report	2
Report of the Trustees	3 to 9
Independent Examiner's Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13 to 17
Detailed Statement of Financial Activities	18

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## SPRINGBOARD PROJECT

### CHAIRMAN'S REPORT FOR THE YEAR ENDED 5 APRIL 2015

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It gives me great pleasure to be writing this report as the new Chairman of Springboard Project, although I have been involved with the Charity for the last four years as one of its trustees. I would like to take this opportunity to say a huge 'thank you' to our previous Chairman, Bill Wilkinson, for all the support he gave us during his five years in that role.

With two Centres now open and fully operational, it's been a very busy year for us. The Charity continues to make good progress with its membership groups and various services, both across its short breaks provision for disabled children and young people, and building the "play 'n stay" family membership in both centres.

The Horsham Centre continues to enjoy excellent support from local community groups by donating time as volunteers, as well as some significant contributions with grants and donations to improve our facilities. As a result, Springboard House's frontage has been improved with the installation of a new accessible entry ramp, new front doors with accessible entry and a complete refurbishment of the ground floor play areas and facilities, inside and out. Again, a significant amount of volunteering hours were given by local companies and groups, which has been greatly appreciated.

The new Crawley Centre, which we opened last year, has also benefitted substantially with support from the local community, both with volunteering projects and fund raising initiatives, which have helped to improve the facilities a great deal. A combination of capital grants, donations and volunteering efforts have provided new equipment and facilities for the interior and exterior play areas, as well as improving the accessible front entrance. Recruitment of new family members is ahead of target and we continue to provide short break activities and opportunities in the Centre for our Crawley disability groups, which the children and young people greatly enjoy. The funding for the installation of a lift is now in place and the construction has now started.

In addition to our two Centres, our Charity continues to provide activities for hundreds of disabled children and young people living in Horsham, Crawley, Mid Sussex, Worthing and the London Borough of Sutton. Many of these groups are now either reaching or exceeding their capacity and we continue to seek out opportunities to extend this provision.

This year our Charity was honoured to be chosen by the Mayor of Sutton, Cllr Arthur Hookway, as one of his charities of the year. This has enabled us to be recognised within the local community for the work of our 'SMILE' group, which has now been providing short break activities in Sutton for over five years. In addition, Springboard has been chosen by the Mayor of Crawley, Cllr Chris Cheshire, as one of her charities of the year, as well as being chosen as the partner charity for the 2015 Crawley Festival by Cllr Bob Burgess. A big 'thank you' to all!

Our financial controls remain in accordance with the Charity Commission's Code of Practice and we are in a good state of financial health, despite continuous economic challenges and we have maintained a satisfactory cash reserve. We are confident that our service commitments for the current financial year will be met and we continue to seek out new opportunities to extend our services, based on the levels of demand we are facing.

The Charity remains extremely grateful for the support of its trustees, staff and volunteers; all give the time and skills needed to ensure the continued vitality and success of The Springboard Project.

Jill Carnie  
Chairman

## SPRINGBOARD PROJECT

### TREASURER'S REPORT FOR THE YEAR ENDED 5 APRIL 2015

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I am pleased to be writing this report, as the new Treasurer of Springboard Project. I would like to take this opportunity to thank John Walker-Lee, the previous Treasurer, for his previous support in this role. It has been a busy year consolidating the finances for all the new services that the Charity offers, with its two main centres now open and fully operational. The full impact is reflected in the financial statements, with net outgoings (deficit) of £39,291 for the year. While this is a net reduction compared to the surplus of £58,442 last year, it should be noted that significant 'one-off' grants for the Crawley Centre were included in the 2014 figures. However, our organisation is in a healthy position with £430,497 total funds being carried forward for future service provision. As the annual income has not exceeded the £1m threshold for the year, the Charity Commission will revert to an Independent Examination of the Charity's financial statements.

	2015 £	2014 £	2013 £
Donations	62,462	45,254	23,528
Grants	352,743	440,065	313,221
Activities & Membership	71,290	68,268	81,417

Total income has fallen by £65,704, (£493,826 - £559,530) back to expected levels. This table shows the main types of income for three years, highlighting the 'Crawley impact' on grants in 2014. In reality, grants have increased by £39,522 (12.6%) when comparing 2015 to 2013. Donations continue to increase year on year with £17,208 (38%) more than last year. Fluctuations in Activities & Membership income continue due, in part, to the timing of Easter holiday programmes across the financial year. Overall, £10 of income was raised for every £1 spent on fundraising and governance costs but the Charity is looking at ways to increase that ratio in future years. There have been some concerns with the changes West Sussex CC is planning to introduce when commissioning future services, including short breaks. There are likely to be fewer block contracts, so the management team and trustees are looking at appropriate strategies to minimise any associated risks for Springboard Project and its beneficiaries.

<u>Expenditure 2015</u>	£
Activity Schemes	274,268
Centre staff costs	42,997
Facility costs	120,047
Depreciation	20,000
Travel	16,137
Governance	25,219
Income generation	<u>34,449</u>
	533,117

This table shows how we spent our money this year by main category. Expenditure has increased by £32,029 (£533,117 - £501,088), 6.4% over last year. This includes the continued development of play facilities and services in Crawley, and the improvements to the frontage at Springboard House in Horsham. The cost of activity schemes has increased (5.6%) reflecting the growing level of demand for our short breaks service. While governance costs have increased by £2,325 (£25,219 - £22,894) in actual terms, this is still only 4.7% of total expenditure. This increase reflects general uplifts in staff and office costs, offset by reductions in our Accountant's fees as a full audit is no longer required by the Charities Commission.

	2015	2014	2013
Year End Cash	£115,975	£111,552	£100,673
Equivalent Days	79.4	81.3	87.1

The Charity ended the financial year with a cash balance of £115,975 which is an increase of £4,423 on 2013-14. This provides the monetary equivalent to 79.4 days of expenditure (see table).

The Charity and its Trustees have this situation under regular review to ensure that it increases up to 90 days, as set out in its reserves policy. The table below sets out the key financing figures; cash, in year result and total funds.

	2015 £	2014 £	2013 £
Year End Cash	115,975	111,552	100,673
Surplus/(Deficit)	(39,291)	58,442	718
Total Funds	430,497	469,788	411,346

The total funds have decreased by £39,291 (£430,497 - £469,788) reflecting the operational deficit as described in the income and expenditure paragraphs above. Despite this, the Charity is in a positive position to deliver future committed services.

Our financial controls remain in accordance with the Charity Commission's code of practice and Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, issued in March 2005, but will be updated in line with the 2015 SORP for next year's annual accounts. Our Charity's financial situation continues in a positive trend taking into account completion of the significant developments started in 2014. With satisfactory cash reserves and total funds, the Trustees are confident that our future service commitments can be met.

Alison Skinner MBA FCCA  
Treasurer

## SPRINGBOARD PROJECT

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2015

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 5 April 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### CEO's Report

It has been another exciting and challenging year for our charity and we have managed to navigate a period which has been more about consolidation than expansion. That is not to say that we frequently find ourselves being asked to create more services in new localities or find extra capacity where we already operate, which in turn means finding even more resources. In many ways, this conundrum is to the great credit of our staff and volunteers who are increasingly recognised for the excellence of their work in supporting our families and children - whoever they are and wherever they may be.

However, when we turn on the news we hear the national picture is now picking up with record low inflation, consistently low interest rates and increasing employment levels, but it is important to recognise we find ourselves in a different part of the economy. Because our services are aligned with the 'care' sector, this area is still affected by the continuous reductions in local authority funding which, through a number of factors, then impact on us. Examples include the closure of local children's centres and more demanding criteria to access social care. These factors place greater demands on services that voluntary sector organisations like ours provide, such as short breaks for disabled children and other family based services. At the same time, charity income is being squeezed as pressure on independent funders increase due to reducing local authority budgets.

So are we in for a perfect storm? In the recent report - A Financial Sustainability Review - by the NCVO, a £4.6bn annual shortfall in sector income is projected over the next five years simply to maintain current spending power. At the same time, there are higher expectations than ever of the voluntary sector and higher demand for its services. It is this growing demand coupled with that shortfall which will certainly grab our attention in the years ahead. However, with adversity comes opportunity and as some statutory services close down or are withdrawn, the opportunities for our charity to fill that gap have never been greater. Immediate examples that come to mind include forming a Buddies group to complement our Grasshoppers group in Worthing, creating more capacity for our Grasshoppers group in Crawley and the enthusiasm in Sutton Borough to extend our short break age groups as well as helping to establish a new Centre! At the same time we must make sure that what we have, we keep and that the support we already provide is sustained.

As mentioned in our Chairman's Report, both our Centres have benefited enormously from additional capital funding plus some magnificent volunteering projects. Building bridges with our local communities is essential to keep our charity vibrant and the assistance we receive from these groups, clubs, benefactors and companies is highly valued.

It would be remiss of me not to mention the terrific support of the trustees, my management team, our staff and volunteers. Once again, they have all risen to the many challenges and joys that make up the tapestry of life in a small charity - their contributions are really appreciated.

Nigel Scott-Dickeson  
CEO

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number**  
02744192 (England and Wales)

**Registered Charity number**  
1014270

**Registered office**  
Springboard House  
52 Hurst Road  
Horsham  
West Sussex  
RH12 2EP

## SPRINGBOARD PROJECT

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2015

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#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Trustees

J Carnie  
O Holmes  
E Jackson  
J Walker-Lee  
A Vallon  
B W Wilkinson

Chairperson

- resigned 30/11/14

##### STAFF

Chief Executive Officer:  
Service Delivery Managers:  
Funding and Finance Coordinator:  
Short Breaks Coordinators:

Nigel Scott-Dickeson  
Vickie Toms (Horsham), Su Parrish (Crawley)  
Helen Van Yperen  
Luke Woodjetts (Horsham Grasshoppers)  
Scott Bacon (Horsham Buddies)  
Tasha Figg (Crawley Grasshoppers)  
Simon Pearce/Lisa Brown (Crawley Buddies)  
Jamie Reynolds (Worthing Grasshoppers)  
Catherine Austin/Stuart Tyler (Smile)  
Anna Barnes  
Christine Huckstepp, Cathy Powling, Maureen Butcher  
Magda Dias, Nasrin Jamal, Kerry Peters, Lorraine Whiskin, Jo Wood  
Cathy Powling, Lorraine Bird, Julia Syson

Play and Learn Co-ordinator:  
Project Assistants: HORSHAM

CRAWLEY

Housekeepers:

##### Independent examiner

Mr M Cleghorn  
ACA  
Hartley Fowler LLP  
Chartered Accountants  
44 Springfield Road  
Horsham  
West Sussex  
RH12 2PD

##### Bankers

CAF Cash Limited  
Kings Hill  
West Malling  
Kent  
ME19 4TA

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The Springboard Project is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

##### Recruitment and appointment of new trustees

The directors of the charitable company are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees. New trustees are appointed by the board of trustees and are individuals with appropriate skills who either put themselves forward or have been recommended by a board member. Trustees serve for a term of four years except the Chairman and Treasurer where the term of office is three years. Trustees may offer themselves for re-election on the expiry of their term of office.

##### Organisational structure

The trustees are responsible for setting the strategic direction of the organisation and for establishing policy. The trustees met six times during the year and delegated the day to day operation of the organisation to paid employees of the project.

##### Risk management

The trustees continue to examine the major strategic, business and operational risks which the charitable company faces and confirm that systems have been established to enable regular reports to be produced so that necessary steps can be taken to lessen these risks.

## SPRINGBOARD PROJECT

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2015

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#### OBJECTIVES AND ACTIVITIES

##### Aims, Objectives and Outcomes

##### ACTIVITIES

The objects of the charitable company are:

##### Aims

- " To empower children and young people to increase their life skills and confidence and improve their self-esteem, by encouraging and enabling independence.
- " To create a safe environment where friendships can be developed.
- " To provide regular short breaks for family members.
- " To provide and promote healthy and life enhancing, active and inclusive leisure opportunities.

##### Objectives

- " To pro-actively encourage independence including such activities as ordering food, paying at venues, taking responsibility for own belongings, extending their own self and personal care where appropriate.
- " To provide an environment of shared interest where volunteers/peer mentors can encourage communication and life experiences within a safe, consistent structure.
- " To work in partnership with parent carers alongside our funders and other agencies to offer regular activity sessions with trained, supervised volunteers and staff.
- " In participation with young people and their parent carers, to offer a broad range of opportunities that provide new experiences and build on existing interests.
- " To provide choice and encourage individual development through access to leisure, play, recreation and sporting activities.

##### Outcomes

- " Children and Young people (or their carers) will report an increase in confidence in their ability to be independent and using their own initiative.
- Evidence captured through observation, and feedback from carers and children and young people.
- " Participants plan attendances to coincide with meeting friends at sessions and having appropriate communication outside sessions.
- Evidence captured through registers and observation, and feedback.
- " Parents report the benefit of a short break for the family including spending time with other siblings. Young people and children report enjoyment of their sessions.
- Evidence captured through consultation e.g. questionnaires and parent events and informally through parents comments book and direct feedback
- " Young people and children continue to attend - enjoying new experiences, overcoming barriers and increasing participation.
- Evidence captured through attendance registers, sessional feedback and observations

##### FAMILY MEMBERSHIP

##### Aims

- " Children aged up to 5 who attend our centres will be able to demonstrate improved 'school readiness' through increased participation in enjoyable, positive and stretching activities
- " Families with young children will encounter less isolation, improved inclusion and increased tolerance within their local communities by experiencing a positive social environment in our centres
- " Families with young children will experience improved levels of wellbeing, physical and mental health from increased play opportunities, exercise and inclusive peer support

##### Objectives

- " We will give the best start in life for very young children by providing accessible and holistic community peer based support to them and their families
- " By providing the best start in life to young children, we will set them on a path which will enable them to reach their potential as they grow and empower families to enjoy a better quality of health and wellbeing.
- " We will actively encourage membership and participation from local families with very young children of any ability and from any background, especially bearing in mind the many nationalities of the local population.
- " We will support and encourage membership from families and children who are "hard to reach" so they can participate in positive opportunities with other families and children who may not otherwise have those opportunities.
- " We will provide safe, accessible family friendly play and recreational facilities in an environment which positively encourages stronger peer support and ties within our local communities.
- " Our centres will also be available to other voluntary groups and organisations who can offer value added support to local children and families, such as Home-Start and Portage which can be supplemented with more targeted support and, if necessary, through our network of professional services.

##### Outcomes

- " How well are we improving the life chances of young children? How well are we balancing their need to have fun and enjoyment with progress in learning and development?
  - we can measure their progress in attaining school readiness but in dealing with a very wide range of nationalities, cultures and social backgrounds we need to make adjustments for these wide variations
  - we can we take these differences into account and adjust our approach
  - we can find ways of differentiating our family learning and play sessions or adjusting the expectations of our families
  - " What circumstances, languages, cultures, faiths or other barriers may be preventing some families from accessing our centre? We can make allowances for those families who attend but how can we encourage those families who do not or cannot feel able to join as members?
  - we can involve our network of partners, stakeholders and community groups in gathering information about our centre's offer and understand whether this is attractive across the various local communities of interest.
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## SPRINGBOARD PROJECT

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2015

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#### OBJECTIVES AND ACTIVITIES

##### Aims, Objectives and Outcomes

- we can obtain feedback from our existing members to determine any possible frictions or tensions
- we can periodically audit our membership to find if there are any significant gaps from any particular community groups.

" What impact are we having in improving the quality of life for our whole families? Our approach is holistic but is this achieving the best impact? Are we successfully identifying those families or children who need to be referred on for specialist help or support if they need it?

- some families will have older children or other relations who may also be benefiting from their membership with us so we can gauge this impact
- we can ask local schools to help us to assess our long term impact after children exit our membership and how well they have progressed afterwards
- we can ask if our families feel confident enough to seek additional support through our centres and how can they are able to do this.

##### Public Benefit Reporting

The trustees confirm that they have complied with the duty in section 17 (5) of the Charities Act 2011 to have regard to the Charity's Commission's general guidance on public health, 'Charities and Public Benefit'.

The Trustees have had due regard to the Charity Commission's guidance on public benefit while setting the objectives and reviewing the activities of the charity. These are outlined in the Charity's Ethos Statement:

Enable children to challenge their ability through play and recreational opportunities in a safe and stimulating environment

Provide a welcoming environment for children and young people - whatever their ability or aptitude with appropriate knowledge, skill, competence, initiative and sensitivity

Create an atmosphere where self-expression, co-operation, learning and sharing are encouraged, nurtured and supported

Establish a supportive environment and proactively encourage children and their families within Springboard Project's membership to have a voice in the planning and development of our services

Positively include all children to the best of our ability and not set discriminatory limitations - inclusive recreational and social opportunities for children and young people are few and those with a disability often have no local opportunities

Treat each other with respect and consideration

Take a transparent approach in all our organisation's dealings

Accept responsibility for our own actions

Be proactive in offering appropriate help and assistance

Conduct all our affairs with an appreciation of individual differences

Respect everybody's right to privacy and confidentiality

Evaluate what we do and continually aspire to improve



## SPRINGBOARD PROJECT

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2015

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#### ACHIEVEMENT AND PERFORMANCE SUMMARY OF ACTIVITIES

Springboard Project is a community based charity that increases the life chances of children and young people with disabilities and also families with young children irrespective of ability or status by providing safe inclusive recreation, play and leisure opportunities with parenting support and information services.

Our Charity's roots were established in 1989 with "Grasshoppers", which started as a self-help group set up by some parents in Horsham because their disabled children had nowhere to go and enjoy the kind of play and leisure amenities that able-bodied youngsters could take for granted. Springboard Project was then established in 1992, bringing our disability groups and family membership under one roof.

Our organisation now caters for over 350 disabled children from Horsham District, Crawley Borough, Worthing Borough and the London Borough of Sutton. These groups include: Bunny Hoppers - a playgroup for toddlers and children up to age 5, Grasshoppers - for children mainly between the ages of 5 and 12 in West Sussex and Buddies and SMILE - our friendship groups for young people aged 12-18 in West Sussex and Sutton Borough to share leisure time and social opportunities with young volunteers of their own age. Although it is not always possible to meet the demand for these children, we offer a wide choice of sessions from various planned activities and outings that are available. We provide a Saturday Club which runs every term time weekend for the "Grasshoppers" children. Our Short Break Activities are offered every main school holiday and half term for our disabled children and young people so they can experience a range of different activities such as indoor and outdoor games, shopping, cooking, swimming, cinema, eating out and day trips to places of interest.

In addition to our disability groups, we provide "play 'n stay" facilities every weekday for our Cheeky Monkeys group which currently includes over 300 families from Horsham and Crawley. This membership is available for all families and young children irrespective of their status or location and is a fairly unique facility for both parents and their extended family members to join in playing alongside their children and make friends with all the other visitors. Our Twins Club also has regular play and support sessions which they find invaluable as well as being able to use all the usual facilities at both Springboard House centres.

The "Cheeky Monkeys" family members enjoy a wide range of play facilities on offer at both centres, including soft play Adventure Rooms, Sensory Rooms, Lounge areas, Kitchens and Outdoor Play Gardens available at both Centres.

#### STATISTICS FOR 2014-15

##### Springboard House Crawley

No. of members: 96  
Family Visits: 2,586  
Free First Visits: 265  
Children's Parties: 18

##### Springboard House Horsham

No. of members: 178  
Family Visits: 16,279  
Free First Visits: 259  
Children's Parties: 64

#### Short Breaks

<b>Group &amp; Location</b>	<b>Members Assisted</b>	<b>Sessions Provided</b>	<b>Individual Short Breaks Delivered</b>
Horsham Grasshoppers	54	73	538
Horsham Buddies	56	80	597
Worthing Grasshoppers	47	63	450
SMILE Sutton	82	130	693
Crawley Grasshoppers	54	69	464
Crawley Buddies	55	102	544
<b>TOTAL</b>	<b>348</b>	<b>517</b>	<b>3,286</b>

#### FINANCIAL REVIEW

##### Reserves policy

The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission and consider it prudent that unrestricted reserves should be sufficient to:

1. Cover all necessary expenses for the closure of the charity in the event that this proves necessary including staff redundancies, outstanding operational costs, associated closure costs and
2. Cover three month's core revenue costs to negate any problems with cash flow due to late receipt of payments and ensure there is no interruption in services provided to the Charity's various memberships.

The Trustees believe that reserves should be at least at this level to ensure the charity can run efficiently and meet the needs of the beneficiaries.

## SPRINGBOARD PROJECT

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2015

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#### FINANCIAL REVIEW

##### Funding & Support

The Charity received funding and other forms of beneficial support during the financial year 2014-15

##### CONTRACTS & GRANTS

BBC Children in Need	The City Bridge Trust
Crawley Borough Council	East Crawley CLC
Futures for Kids	Goldsmiths Company
Hall & Woodhouse Community Chest	Help a Capital Child
Henry Smith Charity	London Borough of Sutton
Longley Trust	MENCAP - Mid Sussex
St James Place Foundation	The Saddlers Company
Saxon Weald Community Scheme	Sobell Foundation
Sussex Community Foundation	Sutton Community Fund
Three Oaks Trust	Three Rooms Charitable Trust
UPS Foundation	West Crawley CLC
West Sussex County Council	WSCVYS

##### FUNDRAISING ACTIVITIES & EVENTS ON OUR BEHALF

Amy Cobain	Collyer's 6th Form College Rag Week
Dog & Bacon Fun Day	Tasha Figg
Headquarters Hair Studio	Horsham Referees Association
North Heath Nearly New Sales	Su Parrish
RSA Horsham - UK Legacy Team	Shelley Arms Fun Day
Springboard Project Charity Ball	Sutton Borough Mayor's Charity of the Year
Tanbridge House School	Tesco Extra - Horsham
Paul Tunnell	Katherine Turner
White Stuff Foundation	Shelley & Glyn Woodage

##### DONATIONS, GIFTS, SERVICES IN KIND, OPPORTUNITIES & TALENTS

Darren Alexander	Mark Allen
Assurity Consulting	Beaufort Underwriters
Boost Marketing	Crawley Baptist Church
Day Lewis Pharmacy	The FSI
Gatwick Hilton	Harwoods of Pulborough
Hiscox Insurance	Ifield Chestnut House
Jewson Horsham	Kampai Cocktails
Legal & General Kingswood	Matthew Russo Foundation
Nightingale Service Centre	Not Just for Hire
Long Furlong Barn	Pavilion Financial Services Ltd
Ann Potter	C&T Radmall Funeral Directors
Rotary Club of Horsham	Schwing Stetter (UK) Ltd
Sally Shire	'Simon Says' Music Festival
Sussex Masonic Charities	Tesco Clubcard

We also received numerous smaller donations and gifts some of which were anonymous

The Springboard Project's results for the year and its financial position at the end of the year are fully disclosed in the attached financial statements. The net deficit for the year is £39,291. (2014- £58,442 surplus).

The trustees consider that Springboard Project has adequate resources to continue its activities for the foreseeable future and that for this reason it should continue to adopt the going concern basis in preparing the financial statements.

## **SPRINGBOARD PROJECT**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2015**

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#### **TRUSTEES RESPONSIBILITY STATEMENT**

The trustees (who are also the directors of Springboard Project for the purposes of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 8 October 2015 and signed on its behalf by:

J Carnie - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
SPRINGBOARD PROJECT**

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I report on the accounts for the year ended 5 April 2015 set out on pages eleven to seventeen.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACA.

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); and
- to state whether particular matters have come to my attention.

**Basis of the 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 statements 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 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 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.

Mr M Cleghorn  
ACA  
Hartley Fowler LLP  
Chartered Accountants  
44 Springfield Road  
Horsham  
West Sussex  
RH12 2PD

12 October 2015

**SPRINGBOARD PROJECT**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 5 APRIL 2015**

	Notes	Unrestricted fund £	Restricted funds £	2015 Total funds £	2014 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	187,368	227,837	415,205	485,319
Activities for generating funds	3	7,198	-	7,198	5,673
Investment income	4	133	-	133	270
<b>Incoming resources from charitable activities</b>					
Activities and membership	5	71,290	-	71,290	68,268
<b>Total incoming resources</b>		<u>265,989</u>	<u>227,837</u>	<u>493,826</u>	<u>559,530</u>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	6	34,449	-	34,449	26,682
<b>Charitable activities</b>					
Cost of activity schemes		63,554	210,714	274,268	259,817
Salaries and social security		40,727	-	40,727	41,107
Staff training and recruitment		2,270	-	2,270	2,835
Repairs, renewals and maintenance		22,084	-	22,084	13,102
Depreciation		19,518	52,222	71,740	92,156
Light, heat, water and insurance		16,667	-	16,667	14,823
Office costs		9,556	-	9,556	6,378
Travel		16,137	-	16,137	11,294
Rent		-	20,000	20,000	10,000
<b>Governance costs</b>	7	<u>25,219</u>	<u>-</u>	<u>25,219</u>	<u>22,894</u>
<b>Total resources expended</b>		<u>250,181</u>	<u>282,936</u>	<u>533,117</u>	<u>501,088</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<u>15,808</u>	<u>(55,099)</u>	<u>(39,291)</u>	<u>58,442</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>239,380</u>	<u>230,408</u>	<u>469,788</u>	<u>411,346</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>255,188</u></u>	<u><u>175,309</u></u>	<u><u>430,497</u></u>	<u><u>469,788</u></u>
<b>CONTINUING OPERATIONS</b>					
All incoming resources and resources expended arise from continuing activities.					

The notes form part of these financial statements

**SPRINGBOARD PROJECT**

**BALANCE SHEET  
AT 5 APRIL 2015**

	Notes	Unrestricted fund £	Restricted funds £	2015 Total funds £	2014 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	11	184,642	88,041	272,683	321,671
<b>CURRENT ASSETS</b>					
Debtors	12	39,456	30,496	69,952	71,050
Cash at bank		38,873	77,102	115,975	111,552
		<u>78,329</u>	<u>107,598</u>	<u>185,927</u>	<u>182,602</u>
<b>CREDITORS</b>					
Amounts falling due within one year	13	(7,783)	(20,330)	(28,113)	(34,485)
<b>NET CURRENT ASSETS</b>		<u>70,546</u>	<u>87,268</u>	<u>157,814</u>	<u>148,117</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>255,188</u>	<u>175,309</u>	<u>430,497</u>	<u>469,788</u>
<b>NET ASSETS</b>		<u>255,188</u>	<u>175,309</u>	<u>430,497</u>	<u>469,788</u>
<b>FUNDS</b>	15				
Unrestricted funds				255,188	239,380
Restricted funds				<u>175,309</u>	<u>230,408</u>
<b>TOTAL FUNDS</b>				<u>430,497</u>	<u>469,788</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 5 April 2015.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 5 April 2015 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 8 October 2015 and were signed on its behalf by:

J Carnie -Trustee

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Principles), which have been applied consistently.

**Accounting convention**

The financial statements have been prepared under the historical cost convention, the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Cash flow statement**

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

**Incoming resources**

Grants, where entitlement is not conditional on the delivery of specific performance by the charity, are recognised in the period to which they relate.

Grants, where related to performance and specific deliverables, are recognised as the charity earns the right to consideration by its performance.

Donations are recognised in income when received. Tax recoverable under Gift Aid is recognised at the same time as the associated donations are recognised.

Income from commercial activities is recognised when earned.

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following rates in order to write off each asset over its useful life;

Freehold buildings	2% per annum on cost.
Fixtures, fittings and equipment	10 - 33% per annum on cost.
Motor Vehicles	25% per annum on cost

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

**2. VOLUNTARY INCOME**

	2015	2014
	£	£
Donations	62,462	45,254
Grants receivable	352,743	440,065
	<u>415,205</u>	<u>485,319</u>

**3. ACTIVITIES FOR GENERATING FUNDS**

	2015	2014
	£	£
Rent	<u>7,198</u>	<u>5,673</u>

SPRINGBOARD PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 5 APRIL 2015

4. INVESTMENT INCOME

	2015 £	2014 £
Interest	133	270

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2015 Activities and membership £	2014 Total activities £
Activities	44,199	43,260
Membership	27,091	25,008
	<u>71,290</u>	<u>68,268</u>

6. COSTS OF GENERATING VOLUNTARY INCOME

	2015 £	2014 £
Staff costs	25,144	20,883
Office costs	3,674	2,734
Travel	1,793	1,255
Publicity	3,838	1,810
	<u>34,449</u>	<u>26,682</u>

7. GOVERNANCE COSTS

	2015 £	2014 £
Staff costs	15,809	12,973
Office costs	2,664	1,168
Accountants fees	1,730	2,649
Utilities & Insurance	684	380
Legal & professional fees	3,766	5,384
Repairs, renewals and maintenance	566	340
	<u>25,219</u>	<u>22,894</u>

8. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2015 £	2014 £
Depreciation - owned assets	71,740	92,156

9. TRUSTEES' REMUNERATION AND BENEFITS

No member of the board of trustees receives any remuneration or benefits or reimbursement of expenses.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 5 April 2015 nor for the year ended 5 April 2014.



**SPRINGBOARD PROJECT**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 5 APRIL 2015**

**10. STAFF COSTS**

	2015	2014
	£	£
Wages, Salaries and social security	<u>314,782</u>	<u>287,333</u>

The average monthly number of employees during the year was as follows:

	2015	2014
	FTE	FTE
Direct charitable activity	<u>19</u>	<u>19</u>

No employee received emoluments above £60,000 during the year.

**11. TANGIBLE FIXED ASSETS**

	Property £	Fixtures and fittings £	Motor vehicles £	Website £	Totals £
<b>COST</b>					
At 6 April 2014	216,158	365,474	143,975	8,268	733,875
Additions	<u>-</u>	<u>22,752</u>	<u>-</u>	<u>-</u>	<u>22,752</u>
At 5 April 2015	<u>216,158</u>	<u>388,226</u>	<u>143,975</u>	<u>8,268</u>	<u>756,627</u>
<b>DEPRECIATION</b>					
At 6 April 2014	40,349	257,245	110,477	4,133	412,204
Charge for year	<u>2,882</u>	<u>51,792</u>	<u>14,999</u>	<u>2,067</u>	<u>71,740</u>
At 5 April 2015	<u>43,231</u>	<u>309,037</u>	<u>125,476</u>	<u>6,200</u>	<u>483,944</u>
<b>NET BOOK VALUE</b>					
At 5 April 2015	<u>172,927</u>	<u>79,189</u>	<u>18,499</u>	<u>2,068</u>	<u>272,683</u>
At 5 April 2014	<u>175,809</u>	<u>108,229</u>	<u>33,498</u>	<u>4,135</u>	<u>321,671</u>

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015	2014
	£	£
Other debtors	<u>69,952</u>	<u>71,050</u>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015	2014
	£	£
Social security and other taxes	4,272	5,003
Other creditors	<u>23,841</u>	<u>29,482</u>
	<u>28,113</u>	<u>34,485</u>

**14. OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year:

	Land and buildings	
	2015	2014
	£	£
Expiring:		
Between one and five years	<u>20,000</u>	<u>20,000</u>

SPRINGBOARD PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 5 APRIL 2015

15. MOVEMENT IN FUNDS

	At 6/4/14 £	Net movement in funds £	At 5/4/15 £
<b>Unrestricted funds</b>			
General fund	239,380	15,808	255,188
<b>Restricted funds</b>			
Freehold property	810	(810)	-
Capital works	42,471	(8,830)	33,641
SBC staff	42,630	(27,491)	15,139
Minibuses	43,498	(14,999)	28,499
Lift Project	5,200	4,550	9,750
LBS Mentoring Scheme	38,928	(18,846)	20,082
Disability activities	29,703	3,287	32,990
Crawley centre	27,168	8,040	35,208
	<u>230,408</u>	<u>(55,099)</u>	<u>175,309</u>
<b>TOTAL FUNDS</b>	<u>469,788</u>	<u>(39,291)</u>	<u>430,497</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	265,989	(250,181)	15,808
<b>Restricted funds</b>			
Capital works	-	(8,830)	(8,830)
SBC staff	100,762	(128,253)	(27,491)
LBS Mentoring Scheme	35,142	(53,988)	(18,846)
Disability activities	31,760	(28,473)	3,287
Crawley centre	60,173	(52,133)	8,040
Freehold property	-	(810)	(810)
Minibuses	-	(14,999)	(14,999)
Lift Project	-	4,550	4,550
	<u>227,837</u>	<u>(282,936)</u>	<u>(55,099)</u>
<b>TOTAL FUNDS</b>	<u>493,826</u>	<u>(533,117)</u>	<u>(39,291)</u>

The freehold property fund was established on the acquisition of the freehold land and buildings, representing donations received.

The capital works fund represents a designated fund locked up in fixed assets which are needed for operational purposes, at their net book value as at the year end.

Staff funds represent amounts received to pay salaries of staff on specific projects.

The Lift project fund represents amounts received/expended on the construction of a lift at Springboard House.

The Minibus fund was to enable the charity to purchase transportation to be used by the charity.

LBS Mentoring scheme fund represents the amounts received to support the charity to run specific programmes for young disabled people.

Crawley Centre fund represents the amounts received/expended in order to provide a second facility from which to expand the availability of the projects work.

General Fund: Reserve - The general fund represents the net assets of the Charity that are not restricted to specific purposes.

16. ULTIMATE CONTROLLING PARTY

For both the current year and the previous year, the charitable company was under the control of the trustees.

**SPRINGBOARD PROJECT**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 5 APRIL 2015**

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**17. FUNDING/GOING CONCERN**

The charitable company is funded mainly by donations and grants from charitable trusts, corporate donors, government bodies and the general public.

**SPRINGBOARD PROJECT**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 5 APRIL 2015**

	2015 £	2014 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	62,462	45,254
Grants receivable	352,743	440,065
	<u>415,205</u>	<u>485,319</u>
<b>Activities for generating funds</b>		
Rent	7,198	5,673
<b>Investment income</b>		
Interest	133	270
<b>Incoming resources from charitable activities</b>		
Activities	44,199	43,260
Membership	27,091	25,008
	<u>71,290</u>	<u>68,268</u>
<b>Total incoming resources</b>	493,826	559,530
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Salaries & National insurance	25,144	20,883
Office costs	3,674	2,734
Travel	1,793	1,255
Publicity	3,838	1,810
	<u>34,449</u>	<u>26,682</u>
<b>Charitable activities</b>		
Salaries & National insurance	40,727	41,107
Activity schemes	274,268	259,817
Staff training and recruitment	2,270	2,835
Repairs, renewals and maintenance	22,084	13,262
Stagelands rent	20,000	10,000
Utilities & Insurance	16,667	14,823
Office costs	9,556	6,218
Travel	16,137	11,294
Depreciation	71,740	92,156
	<u>473,449</u>	<u>451,512</u>
<b>Governance costs</b>		
Salaries & National insurance	15,809	12,973
Office costs	2,664	1,168
Accountants fees	1,730	2,649
Utilities & Insurance	684	380
Legal & professional fees	3,766	5,384
Repairs, renewals and maintenance	566	340
	<u>25,219</u>	<u>22,894</u>
<b>Total resources expended</b>	533,117	501,088
<b>Net (expenditure)/income</b>	<u>(39,291)</u>	<u>58,442</u>

This page does not form part of the statutory financial statements