

# MALVERN Special Families

Excellent play for children  
with disabilities



*'Excellent providers of safe, stimulating and fun social opportunities for children and young people with disabilities.'*

## Annual Report 2014-2015

Malvern Special Families is a company limited by guarantee and a registered charity in England and Wales.  
Company Number 07413040 Charity Number 1143655

Trustees: Helen Attree (Chair)  
Margaret Buchanan (Vice chair)  
Andrew Caws (Treasurer)  
Lisa Hinchliffe (resigned 6.10.14)  
Sarah Musgrave (appointed 10.11.14)  
Sally Rowe  
Kevin Surridge  
Mark Wilson

Business Manager: Maria Munday

Play Services Coordinator: Caroline Conein

Book keeper: Lisa Pearson

Accountants: Tax Assist Accountants, 114b Corve Street, Ludlow, Shropshire, SY8 1DJ

Registered office: Unit 17C, Shrub Hill Industrial Estate, Worcester, WR4 9EL

Bank: HSBC, 1 Church Street, Malvern, WR14 2AB





## Letter from the chair of trustees:

We have had another great year at Malvern Special Families! It has been a great privilege to be able to continue to provide so many excellent clubs and play schemes and to be able to support so many families. I really enjoy hearing about what has been happening, the trips and activities that our children and young people have enjoyed and seeing the pictures too. The photos say it all, smiling, happy and engaged children and youngsters, and staff having fun too! The staff team are wonderful, hardworking, enthusiastic and dedicated with a real heart for our children and young people, always striving to ensure the clubs and play schemes are the best they can be.

We sadly said good bye to Manager, Philippa Barton at the end of the year and happily welcomed back Maria Munday as Business Manager. I'd like to say a big thank you to both Philippa and Maria, they have been inspirational as they have led Malvern Special Families forward, building relationships with our partners and ensuring funds are coming in so that we can provide all the clubs and play schemes for as many families who want them. I'd also like to thank Caroline, who ensures that the clubs are booked and staffed and running according to our policies and procedures as well as following Ofsted guidelines. They, along with all the trustees, staff and volunteers make an amazing team all helping to make our clubs and play schemes very special places to be.

Fundraising has continued over the year and we are so grateful to everyone who has supported us, particularly White Stuff in Worcester and Basepoint Evesham who generously match fund all our community fundraising. Without all this support we would not be able to offer so many clubs, play schemes and trips out so we really do want to say an enormous THANK YOU to everyone who has helped us this year.

It's a real privilege to be part of Malvern Special Families and to know we are making a real difference to the lives of the families we support. We hope you will enjoy reading this report and finding out more about this very special charity!

**Helen Attree ~ Chair of trustees**

## Business Manager's report

I think the change in my job title since I returned to Malvern Special Families in March is an indication of the changing environment in which charities like ours now find themselves in..... Without getting too political (well I'll try....) as austerity bites the economy there is now even more competition amongst charities doing the same kind of work to find funding. Whether that's from ever shrinking pots of money available from Local Authorities or from other funding sources. Now more than ever it is my job to make sure that we are providing excellent services to our families while also representing value for money to all our various funders. It's important that we forge good links with all our stakeholders and our profile locally is maintained. We continue to benefit from our solid partnerships with Fort Royal and Regency High School and being able to share their fantastic facilities with our children and young people.

Luckily I came in to post just before the year end in March; with all the joys of having to get all the different bits of monitoring ready to be submitted at this time! But it gave me the opportunity to quickly get a handle of where the organization was and how we were doing against our targets and contracts.

From April 2014 to end March 2015 we provided the following across all our services:

<b>Regency contract (over 11yrs)</b>	4440 hours	1204 places	66 families
After School Club			
Saturday Youth Clubs			
Malvern Youth Club			
Holiday Clubs			
<b>Fort Royal contract (5 - 11yrs)</b>	2764 hours	582 places	47 families
Saturday Clubs - Fort Royal & Poolbrook			
Holiday Clubs			
<b>Other contract</b>	857 hours	318 places	20 families
4's Company			
Sat Youth Malvern			
<b>TOTAL ALL SERVICES</b>	<b>8061 hours</b>	<b>2104 places</b>	<b>133 families</b>

As usual all of our feedback remains exceptionally positive. Thank you to all those that complete their evaluations, which can now also be done online. We really do need these returning so we can continually demonstrate the need for all that we deliver. I think this quote from one of our parents sums up the difference we make:

*"Quite simply I would not manage without your play scheme. It enables me to manage my business, run the house, spend time with my other daughter and do things that we could never do with our daughter with disabilities. Like all mums, we have to be able to keep all the balls in the air and you make it possible!"*

**Maria Munday - Business Manager**



## **Play services coordinator's report**

I am delighted to watch our services grow over recent years and it is all down to responding to the needs of our families. The work of our staff, trustees and volunteers enables us to continue to provide a lifeline to parents and carers of children with disabilities. Enabling families to have a short break knowing that their child is happy, safe and cared for reduces a small amount of the stress and intensity of constantly caring for a young person with high support needs.

We offer a safe recreational environment with a high ratio (often 1:1) of trained, experienced staff allowing families a break from giving constant care and supervision to their disabled child. The children attending the clubs have the opportunity to participate in new and exciting activities and to make new friends away from the family; a vital part of individual and social development which is taken for granted by most young people but is rare for our members. This year more families took up the opportunities at our clubs and we saw many of our children and young people make new friendships and flourish.

Activities are based at the purpose-built facilities of special schools in Worcester with full access for children with special needs and the facilities they need. We provide a wide range of toys, games and activities such as arts and crafts, soft play, sensory rooms, music, workshops and outdoor activities and children are encouraged to choose their own activities. We also provide entertainers such as DJ workshops and animal therapy, as well as outings to farm parks, wall climbing, ten-pin bowling, zoo trips and other places requested by popular demand.

We have a child-centred ethos encouraging members to choose their own activities and to let us know what they enjoyed and any new things they would like to try. All young people who attend the sessions are respected and valued as individuals. At our clubs each child and young person can be confident to be themselves with activities that promote self-esteem and confidence. I am very proud how our staff support children and young people to succeed at their chosen activities and celebrating each individual's skills and achievements.

We are often reminded by young people, families and supporters that our strongest asset is our staff and none of what we do would be possible without them. It is an honour to support them in their work and I thank them for their dedication, passion and commitment to ensuring MSF's families receive an exemplary service.

**Caroline Conein – Play services coordinator**



## Clubs and Play schemes

**4's Company** is a weekly youth club which meets on a Wednesday evening during the term time. This year we have welcomed seven new members to our club and sadly had to say goodbye to two young people. It is fantastic that the club is continuing to grow. Once again 4's Company has taken part in many activities away from the centre. We have revisited some old favourites including campfire building at Smite Farm, aerial dance, fishing and rock climbing. Some of the young people have been able to work towards climbing awards, which when completed will enable them to supervise others on the climbing walls. Other members of the group have made great leaps in overcoming their fear of heights. We spent a fantastic evening watching the sunset whilst out on canoes at Upton Warren. This gave one young person the opportunity to overcome her fear of the water and we spent a pleasant couple of hours watching the ducklings swimming along next to us.

We were invited along to Dyson Perrin's (the local High School) musical performance of 'We Will Rock You'. This was greatly enjoyed by all who watched it. At our base in Malvern the young people were able to DJ, rap, sing and create their own style of music during a four week workshop with Drum Love. Their master piece was recorded onto a CD. We have also done some first aid training, helping the young people know what to do in an emergency.

We have had some great feedback from our young people this year about the activities they have taken part in. They have also given us some fantastic suggestions for new activities including skittles at a local pub, karaoke night and break dancing workshops. Many of these activities have been already booked for next year.

**Tuesday After School Club (at Regency High School)** meets between 3:20pm and 5pm during term time at Regency School. We change the theme of the activity each half term. We have run bowling, cooking, rock music, puppet making, and fishing. A few young people dip in and out of the club depending on whether we run an activity that is to their liking, but the majority attend all activities.

Highlights of the year were the cooking and magic clubs. At the cooking club the young people had the opportunity to try out new flavours and cooking styles. They experienced Indian and Jamaican food and learned to cook some very traditional English recipes including Christmas cake, short bread and mince pies.

At Magic Club the young people learned dazzling tricks that they were able to perform within the classrooms and during assembly. The young people enjoyed trying out new tricks but the especially loved watching the teacher perform!

**Saturday Youth Clubs** run twice a month at Regency High School in Worcester and once a month in Malvern. Over the past year we have continued to work closely with Worcester Way, an organisation that provides free activities to youth clubs in the Worcestershire area and also with Disability Sports who have provided quality inclusive and fun sports activities at some of the clubs.

During the Christmas festivities the young people set off to find Father Christmas on a steam train, went to see the Christmas Pantomime at Worcester's Swan Theatre and the Malvern club visited the German Christmas Market and had a skiing lesson in Birmingham. In the New Year the young people had a pampering session, making bath bombs using a variety of essential oils and traditional perfumes, and enjoying a foot spa, Indian Head, foot and hand massages.

Sports activities have included indoor tennis and bowls, golf, wheelchair basketball, cycling around the Forest of Dean on mountain bikes, tandems and trikes. Trips have included the West Midlands Safari Park, Lovely Bugs aerial dance, the Avon Croft Museum and Severn Valley Railway.

We have had great feedback from parents and young people about how they really enjoy coming to youth club and that that it is great that they are given to opportunity to take part in such a varied activities. The parents have also reported that they appreciate the way we now advertise the activities in advance giving them and their children more choice.

### **Play Schemes (for 11-19 year olds)**

We have run a series of successful play schemes during the school holidays this year at Regency High School, Worcester and Poolbrook in Malvern. At Regency High School we have access to a trampoline room, sensory rooms, soft play rooms and the swimming pool. The young people enjoy relaxing in the sensory room or expending energy on the trampoline or in the soft play rooms. We once again worked in partnership with Worcester Way and Disability Sports to deliver activities.

Trips out have included visiting Top Barn Farm and Croome Court for Halloween, pottery painting at Green Frog Pottery, Star City and the Droitwich Lido. The young people have been sailing at Upton Warren, taken photos at Hanbury Hall and visited the Black Country Museum. They have enjoyed many varied activities at base too, including making and tossing pancakes, Easter egg hunts, creating giant bubbles, making sand castles and getting very wet! They have painted terracotta pots, varnished them and planted them, created grass monsters and tie dyed t-shirts,

**Eve Scofield - Play Leader**



### **Play schemes (for 5 - 11 year olds)**

The clubs over the past year have been enjoyed by all the children at Fort Royal and Poolbrook. We have had lots of new children joining us at both settings and they have settled in very well and made lots of new friends.

The summer club at Poolbrook was enjoyed by all the children and the staff too. We had a theme of "On the Farm" with our first trip to Little Owl Farm. This went very well with the children enjoying the giant bouncy pillow, petting and feeding the goats, playing on the tractors and as one child said "the smelly pigs"!

We go swimming regularly, at Osbourne Court, which is a great success and enjoyed by all and it is lovely to see so many happy faces.

At the end of each day we asked the children what they like about the club and it is lovely to hear them talking excitedly about their day. We love giving the children as much chance as possible to have an input into their clubs.

We are all looking forward to a fun-filled happy 2016!

**Sue Robinson - Play Leader**

## MALVERN SPECIAL FAMILIES ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

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### COMMITTEE'S REPORT

The Committee have pleasure in presenting their report and financial statements for the year ended 31 March 2015.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The Association was established under its constitution dated 25 November 1992 and amended 30 October 2003. The Association became registered with the Charities Commission on 16 February 1993.

On 1st April 2012 the charity became a Company Limited by Guarantee (number 07413040) and a registered charity (number 1143655).

Committee members are appointed at the Annual General Meeting and hold office for a period of three years. After the three years, the committee member must retire but is then eligible for reappointment at the Annual General Meeting.

The Committee manage the day to day running of the charity.

The Committee has assessed the major risks to which the Association is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### OBJECTIVES AND ACTIVITIES

The Associations' objects are to provide relief for families who have a child or young adult with special needs. Malvern Special Families mission is to be, 'excellent providers of safe, stimulating and fun social opportunities for children and young people with disabilities.'

### ACHIEVEMENTS AND PERFORMANCE

Last year we provided 2104 short break places; totalling 8061 hours of provision to 127 young people aged from 5yrs to 19yrs with a disability within the Malvern & Worcester locality.

Our provision across the year was as follows:

Club	Information
Saturday Clubs	Taking place once a month in Malvern and twice a month in Worcester City for 5 to 11 year olds. Play activities included sensory, sports, art and music. Both clubs are Ofsted registered.
Youth Clubs	Taking place once a month in both Malvern and twice a month in Worcester City, for young people aged between 11 years and 19. Activities included sensory, sports, art, music and outings. Activities encourage young people to be independent.
Summer Play schemes	Schemes at two locations lasting for four weeks. Malvern takes young people from 5 to 19 years; age groups are split between days. Regency High School in Worcester takes 11 to 19 years. Activities included sensory activities, art and craft, sports opportunities and outings.
Holiday Play schemes	These take place in Malvern and Worcester during October and February half terms and Easter. Holiday play scheme took place in Malvern only in May half term. Young people aged 5 to 19 years attend on different days. Activities include sensory activities, art and craft, sports opportunities and outings.
Evening youth Club	This take place once a week for young people aged 14 to 19 at Malvern SEC.
After School Club	This take place once a week for young people at Regency High School aged 11 to 19. The group focus on one activity per half term; these have included fishing, Rebound, magic club and sports club.

Throughout the year we continued to work in partnership with Regency High School, Fort Royal Community Primary School, as delivery partners for their contracts commissioned by Worcestershire County Council, Worcestershire County Council Joint Commissioning Unit, Worcestershire Early Years and Workforce Development teams, the Pool brook Centre where we share a premises with Brighter Futures Nursery, and Malvern Social Education Centre & Malvern Vale Community Centre.

Our two year partnership contracts with Regency High school, Fort Royal Community Primary and with Worcestershire County Council were due to end 31 March 2015. These have performed well and all contracts have been extended for a further 12 months until 31 March 2016. Worcestershire County Council have indicated that they will be starting the commissioning process for all new contracts from April 2106 in autumn 2015. The BBC Children in Need grant came to an end in Sept 2014. We were successful in receiving another 3yr grant commencing 1<sup>st</sup> Nov 2014.

We strive to ensure that all our activities meet the needs of all our young people & all our Clubs have remained popular over the year.

We ask families to feedback their experiences of the clubs and the impact these have on their children and young people regularly through evaluation forms and annual survey. Our 2014 membership survey demonstrated a continuing trend of high satisfaction amongst families particularly relating to the quality of provision & the activities offered. 100% of families rated the quality of Malvern Special Families clubs as excellent or good. 100% of families said they felt their child was safe with us. It is worth noting the increase in the number of families describing the difference the clubs make to their families as 'helping them to cope' from 30% in 2013 to 63% in 2014.

We involved our children and young people in the planning and development of clubs by asking for their feedback on what activities we offer and asking what they like and dislike. We used different techniques to engage the children and young people in this process, including informal conversations with play workers and leaders, using circle time at the end of clubs as well as written evaluation forms using widget symbols.

Having reviewed our approach to marketing services to families and to funders we have successfully developed our website, and we are hoping to reach out to more people via social media in the forthcoming year.

## **FINANCIAL REVIEW**

Malvern Special Families enjoyed another good year from a financial viewpoint with a total income of £212,376, and a small surplus of £12,468, consolidating the financial position of the charity.

The good working relationship with Worcestershire County Council continues with council funding accounting for £127,404, (60%) of the total income. Income received from other charitable sources was £52,333 (£54k in 2014) with notable funding from BBC Children in Need (£30k), Lloyds TSB (£4k) and the Eveson Trust (£10k). Local community fundraising & miscellaneous income has been significant with £10,660, raised in donations. Fees charged to parents were raised slightly with total fee income rising to £21,900, (£18k in 2014).

The charity had cash reserves of £120,358, at the 31<sup>st</sup> March 2015 (2014 - £107, 890,) giving a sound financial base for moving forwards with confidence. Given that much of the charitable funds are not guaranteed and have to be re-applied for each year, the trustees recognise that healthy reserves are required whilst at the same time seeking new opportunities to use funds to improve the lives of the children and their families. Sufficient reserves are necessary to ensure that services can continue to be delivered through fluctuations in income & to ensure all liabilities can be met.

## **PLANS FOR THE FUTURE**

We are continuing to prioritise the financial viability of the organisation. Funding from Worcestershire County Council (Short Break provision for children with disabilities) £127,404, this year, will be re-commissioned from April 2016. We will have to competitively tender for this funding in the autumn.

We intend to continue to deliver excellent play services for children and young people with disabilities to the same volume as we have done in the past year. Our focus remains making a real difference to the lives of our families with children with a disability & providing the best possible experiences for the children and young people in our care.

**REPORT OF THE INDEPENDENT EXAMINER**  
TO THE COMMITTEE OF MALVERN SPECIAL FAMILIES

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I report on the accounts for the year ended 31 March 2014 set out on pages 12 - 17.

**Respective Responsibilities of Trustees and Examiner**

As described on page 4 the trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the charity's financial statements. 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.

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 of the Companies Act 2006 ; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Andrew Morton*

**TaxAssist Accountants**

**114B Corve Street**

**Ludlow**

**Shropshire**

**SY8 1DJ**

**MALVERN SPECIAL FAMILIES**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2015**

	31 MARCH 2015			2014	
	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Total Funds
	£	£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income (note 2)	3,862	-	127,404	131,266	114,514
Activities for generating funds (note 2)	28,707	70	-	28,777	33,197
	<u>32,569</u>	<u>70</u>	<u>127,404</u>	<u>160,043</u>	<u>147,711</u>
<b>Incoming Resources</b> (note 3)	<u>18,027</u>	<u>-</u>	<u>34,306</u>	<u>52,333</u>	<u>54,409</u>
<b>Total Incoming Resources</b>	<u>50,596</u>	<u>70</u>	<u>161,710</u>	<u>212,376</u>	<u>202,120</u>
<b>Resources Expended</b>					
Charitable activities (note 4)	36,848	-	162,390	199,238	191,255
Governance costs (note 5)	670	-	-	670	660
<b>Total Resources Expended</b>	<u>37,518</u>	<u>-</u>	<u>162,390</u>	<u>199,908</u>	<u>191,915</u>
<b>Net Movement in Funds</b>	13,078	70	(680)	12,468	10,205
<b>Balances transferred between funds</b>	12,398	(13,078)	680	-	-
<b>Balance brought forward at 1 April 2014</b>	94,882	13,008	-	107,890	97,685
<b>Balance carried forward at 31 March 2015</b>	<u>120,358</u>	<u>-</u>	<u>-</u>	<u>120,358</u>	<u>107,890</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The Charity has not acquired or discontinued any fundamental activities during the year.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

*The notes on pages 14 to 17 form part of these financial statements.*

**MALVERN SPECIAL FAMILIES  
BALANCE SHEET**

**31 MARCH 2015**

	31 MARCH 2015			2014	
	Unrestricted	Designated	Restricted	Total	Total
	Funds	Funds	Funds	Funds	Funds
	£	£	£	£	£
<b>FIXED ASSETS</b>					
Office Equipment (note 8)	-	-	-	-	43
<b>CURRENT ASSETS</b>					
Debtors (note 9)	27,991	-	1,358	29,349	18,695
Bank and cash in hand	97,923	-	(1,358)	96,565	106,139
	<u>125,914</u>	<u>-</u>	<u>-</u>	<u>125,914</u>	<u>124,834</u>
<b>CREDITORS: amounts falling due within one year</b>					
Creditors (note 10)	5,556	-	-	5,556	16,987
	<u>120,358</u>	<u>-</u>	<u>-</u>	<u>120,358</u>	<u>107,847</u>
<b>NET CURRENT ASSETS</b>					
	<u>120,358</u>	<u>-</u>	<u>-</u>	<u>120,358</u>	<u>107,847</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
	<u>-</u>	<u>-</u>	<u>-</u>	<u>120,358</u>	<u>107,890</u>
<b>NET ASSETS</b>					
	<u>120,358</u>	<u>-</u>	<u>-</u>	<u>120,358</u>	<u>107,890</u>
<b>FUNDS OF THE CHARITY (note 11)</b>					
Unrestricted funds	120,358	-	-	120,358	94,882
Designated Funds	-	-	-	-	13,008
Restricted funds	-	-	-	-	-
	<u>120,358</u>	<u>-</u>	<u>-</u>	<u>120,358</u>	<u>107,890</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2015.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

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

**MALVERN SPECIAL FAMILIES NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2015**

**1. ACCOUNTING POLICIES**

**(a) Basis of Accounting**

The financial statements are prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005).

**(b) Incoming Resources**

Voluntary income received by way of grants, donations and gifts are included in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the Charity, are recognised when the charity becomes unconditionally entitled to the grant.

Income from fund-raising events is shown gross, with the associated expenditure shown in cost of generating funds. Where the Charity benefits from work carried out by volunteers, without charge, no value is placed on this work for accounting purposes.

**(c) Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of VAT which cannot be recovered, as soon as there is a legal or constructive obligation committing the Charity to the expenditure.

Costs of generating funds are those costs incurred in providing services for which the Charity received a direct income.

Expenditure on charitable activities represents the cost of supporting the Charity's objectives.

Governance costs are those incurred in the governance of the Charity and its assets, and are primarily associated with constitutional and statutory compliance.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly. Other costs are apportioned on an appropriate basis such as estimated usage or staff time.

**(d) Funds**

Restricted funds are subject to restrictions on their use imposed by the donor or through the terms of the grant.

Designated funds are earmarked by the Committee for particular purposes.

**2. INCOMING RESOURCES FROM GENERATED FUNDS**

	Unrestricted Funds	Designated Funds £	Restricted Funds £	2015 Total Funds £	2014 Total Funds £
<i>Voluntary income</i>					
Worcestershire County Council	-	-	127,404	127,404	111,319
Donations	3,862	-	-	3,862	3,195
	<u>3,862</u>	<u>-</u>	<u>127,404</u>	<u>131,266</u>	<u>114,514</u>
<i>Activities for generating funds</i>					
Miscellaneous income	6,798	-	-	6,798	14,488
Investment income	9	70	-	79	27
Fees	21,900	-	-	21,900	18,682
	<u>28,707</u>	<u>70</u>	<u>-</u>	<u>28,777</u>	<u>33,197</u>

### 3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Designated Funds £	Restricted Funds £	2015 Total Funds £	2014 Total Funds £
BBC Children in Need	-	-	30,139	30,139	26,363
Eveson Trust	10,000	-	-	10,000	10,000
Garfield Weston Trust	5,000	-	-	5,000	5,000
Lloyds TSB	-	-	4,167	4,167	12,083
ACT Foundation	3,027	-	-	3,027	-
Others less than £600	-	-	-	-	963
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	18,027	-	34,306	52,333	54,409
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### 4. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	2015 Total Funds £	2014 Total Funds £
Salaries	18,026	130,851	148,877	143,434
Activities and equipment	4,268	10,609	14,877	16,716
Travel	1,927	3,797	5,724	3,832
Rent & school hire	4,846	7,802	12,648	11,997
Registrations & subscriptions	-	998	998	860
Repairs & renewals	714	99	813	1,227
Insurances	144	1,353	1,497	1,383
Training	4,029	50	4,079	3,355
Stationary, postage & printing	668	2,584	3,252	3,362
Fundraising costs	529	-	529	629
Accountancy, book-keeping & payroll	1,399	271	1,670	1,875
Bank charges	255	-	255	76
Advertising and recruitment	-	3,976	3,976	2,142
Depreciation	43	-	43	367
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	36,848	162,390	199,238	191,255
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

### 5. GOVERNANCE COSTS

Professional fees	670	-	670	660
	<hr/>	<hr/>	<hr/>	<hr/>
	670	-	670	660
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**6. SALARY COSTS**

	<b>2015</b>	<b>2014</b>
Wages and salaries	145,160	137,658
Social Security costs	3,717	5,776
	<u>148,877</u>	<u>143,434</u>

There were no employees whose annual emoluments were £60,000 or more. None of the Committee (or any persons connected with them) received any remuneration during the year. No travel expenses were reimbursed to any of the trustees in the year (2014 - £nil).

**7. EMPLOYEE NUMBERS**

	<b>2015</b>	<b>2014</b>
Full time employees	1	1
Part time employees	16	16
	<u>          </u>	<u>          </u>

**8. FIXED ASSETS**

	<b>Office Equipment</b>	<b>Total</b>
Cost brought forward	1,470	1,470
Additions	-	-
Disposals	-	-
	<u>1,470</u>	<u>1,470</u>
Cost carried forward	1,470	1,470
	<u>          </u>	<u>          </u>
Depreciation brought forward	1,427	1,427
Charge	43	43
On disposals	-	-
	<u>1,470</u>	<u>1,470</u>
	<u>          </u>	<u>          </u>
Net book value at 31 March 2015	-	-
	<u>          </u>	<u>          </u>
Net book value at 31 March 2014	43	43
	<u>          </u>	<u>          </u>

<b>9. DEBTORS</b>	<b>2015</b>	<b>2014</b>
Other debtors	27,991	17,100
Prepayments	1,358	1,595
	<hr/>	<hr/>
	29,349	18,695
	<hr/> <hr/>	<hr/> <hr/>

<b>10. CREDITORS (Amounts falling due within one year)</b>	<b>2015</b>	<b>2014</b>
Accruals and deferred income	5,556	15,145
Other taxes and social security	-	1,842
	<hr/>	<hr/>
	5,556	16,987
	<hr/> <hr/>	<hr/> <hr/>

<b>11. FUNDS OF THE CHARITY</b>	<b>Brought Forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Carried forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Restricted funds:</b>					
Children in Need	-	30,139	(30,145)	6	-
Worcester County Council	-	127,404	(128,078)	674	-
Lloyds TSB re salaries	-	4,167	(4,167)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	-	161,710	(162,390)	680	-
<b>Designated Funds</b>	13,008	70	-	(13,078)	-
<b>Unrestricted Funds:</b>					
General funds	94,882	50,596	(37,518)	12,398	120,358
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	107,890	212,376	(199,908)	-	120,358
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Transfers are made between restricted and unrestricted funds at the end of every accounting period in cases where:-

- i) the activity of the restricted fund has come to an end and there is an unspent balance that is not repayable to the funder(s), when the surplus is transferred to unrestricted funds; and
- ii) the restricted fund is in deficit and has either come to an end or there is no prospect of a surplus in a later period, when the deficit is eliminated by transfer from unrestricted funds.

Contact us:

Malvern Special Families  
Malvern Health Centre  
Prospect View,  
300 Pickersleigh Road,  
Malvern,  
WR14 2GP

Telephone: 01684 892 526

Email: [office@malvernspecialfamilies.org.uk](mailto:office@malvernspecialfamilies.org.uk)  
[manager@malvernspecialfamilies.org.uk](mailto:manager@malvernspecialfamilies.org.uk)

Website: [www.malvernspecialfamilies.org.uk](http://www.malvernspecialfamilies.org.uk)

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