

**AUTISTIC SOCIETY
GREATER MANCHESTER AREA**

ANNUAL REPORT

PERIOD ENDED 31 MARCH 2002

Charity number: 1089527

Company Limited by Guarantee: 4326334

Helping with Autism.....



AUTISTIC SOCIETY GREATER MANCHESTER AREA
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AUTISTIC SOCIETY GREATER MANCHESTER AREA
LEGAL AND ADMINISTRATIVE INFORMATION

Directors and Trustees:	W Haley (Chair) G Kimpton P Palmer F Redfern J Shaw P Blakeley R Exley
Company Secretary	F Redfern
Treasurer	D Franklin
Registered Charity Number:	1089527
Registered Office:	Sovereign House Queen Street Manchester M2 5HR
Principal Office:	The Old Town Hall Church Street Eccles Manchester M30 0LH
Bankers:	Barclays Bank plc Barclays Business Centre Manchester City Office PO Box 357 51 Mosley Street Manchester M60 2AU

AUTISTIC SOCIETY GREATER MANCHESTER AREA
LEGAL AND ADMINISTRATIVE INFORMATION

Accountants:

PKF
Sovereign House
Queen Street
Manchester
M2 5HR

Constitution:

The charity is a company limited by guarantee and is governed by its memorandum and articles of association

AUTISTIC SOCIETY GREATER MANCHESTER AREA

REPORT OF THE TRUSTEES

The trustees present their annual report together with the financial statements for the period ended 31 March 2002.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Incorporation

The company was incorporated on 21 November 2001. The company commenced its activities on 1 December 2001, on which date the assets and liabilities of Autistic Society Greater Manchester Area (ASGMA), an unincorporated charity (registered charity no: 500547), were transferred into it.

Objects and principal activity of the charity

The aims and objectives of the Society are as follows:

- To promote the welfare of children, adolescents and adults variously diagnosed as having an autistic spectrum disorder.
- Co-operate with Local Authorities and Voluntary Associations in supplementing the provision of educational, health and social services and provide facilities for education integration and guidance in a constructive environment.

To give help and guidance for parents and providing a meeting ground for parents to enable them to have a better understanding of their common problems.

- To promote a greater knowledge and understanding of autistic persons amongst the public and also amongst those concerned in their education and care through various channels including, but not limited to, information and publicity, lectures, courses and conferences.
- Co-operate with other charities, voluntary bodies and statutory bodies operating in furtherance of the Objects or similar charitable purposes and to exchange information and advice with them.
- To support the aims and objectives of the National Autistic Society.

AUTISTIC SOCIETY GREATER MANCHESTER AREA

REPORT OF THE TRUSTEES (Continued)

Contact

The main contact person for information about the Society is:

Sue Aspden, Service Development Manager. Tel: 0161 789 1323 Fax: 01706 877588

ASGMA, The Old Town Hall, Church Street, Eccles, Manchester, M30 0LH

Results and review of activities

This has been an exciting year for the Society, although one of change and also challenges. This brought about changes to the management structure of the Society along with changes in personnel. However, the Society has continued to provide a wealth of services and support to people with an autistic spectrum disorder and their families through the Autism Information Service, the Aspirations Project and 'Just The Ticket'. This was provided by a team of 3 full time staff, 2 part time staff, 3 sessional workers and 25 volunteers. A new full time recruit joined the Aspirations team in January 2002, taking the total of paid staff in the Society to 6.

The Society would like to thank all those who have provided their services either as a Director, Executive Committee member, Trustee or volunteer during 2001-2002. We are appreciative of Rose McDwyer's contribution as Chair of the Society for over five years (1997-2001), in which we have seen ASGMA go from strength to strength. Change is always a challenge but often brings with it the opportunity to look afresh at the underpinning work of the Society and to evaluate how the Society should move forward in an environment of change and uncertainty.

Autism Information Service

Summary

The Autism Information Service has been provided primarily for parents and carers of people with autism in the Greater Manchester Area. This year has seen changes taking place, yet despite this we have continued to provide information and support to parents and carers as well as professionals.

AUTISTIC SOCIETY GREATER MANCHESTER AREA

REPORT OF THE TRUSTEES (Continued)

Parent Telephone Network

The year started with seven parents in the Parent Telephone Network. However 2001-2002 has seen some changes within the team. Two members have left due to changes within their personal circumstances and by the end of the year only one new member had replaced them. Brenda Nally, from the National Autistic Society's Family Services Development Project who managed the Network, on behalf of ASGMA for the last 4 years, moved on to another job at the end of January. Mari Saeki replaced her as the new Project Officer.

Despite these set backs the team continued to respond to the calls of parents and to take a proactive role in approaching parents who contacted the National Autistic Family Services Development Project. During the year they took approximately 56 calls and made 121 calls. These calls lasted between 5 minutes and two hours.

Members of the Network have been given continued support through regular meetings and through access to training opportunities. They attended courses on 'Issues in Asperger syndrome' and 'Autism & Behaviour'.

One of the members set up the Asian Parent Group, which was closely linked to the Network. Initially a few parents attended a support group meeting designed for parents to come and talk and share their feelings. Robina has found that one to one contact works well in the initial stages when trying to encourage parents to get involved.

Parent Resource Pack

A number of events occurred at the close of 2000-2001 and early in 2002-2003, which lead ASGMA to carefully consider how to take the pack forward based on the following: -

As a temporary measure, a voluntary lending service was set up between those parents who had had a pack for over 12 months and parents wishing to order a pack for the first time. This strategy overcame the immediate difficulty of ASGMA running out of stock of the packs. However, the number of people wishing to obtain new packs out grew those able to lend their pack and therefore a waiting list was established.

The GM Consortium website www.autismgm.org.uk has utilised the local section of the pack and the responsibility for updating material is now with each local authority within Greater Manchester and will be co-ordinated through the NAS Family Services Development Project.

Although ASGMA did not publicise the availability of the pack during the year, over 22 packs were requested for distribution.

AUTISTIC SOCIETY GREATER MANCHESTER AREA

REPORT OF THE TRUSTEES (Continued)

Autism Helpline

During the year the Autism Helpline received approximately 100 calls. The table below outlines how these calls were distributed.

Area of call	Number of calls taken	Parent/Carer/Friend/family	Students	Professional
Bolton	3	1	1	1
Bury	4	3	0	1
Manchester	12	7	1	4
Oldham	5	2	1	2
Rochdale	8	7	0	1
Salford	10	5	0	5
Stockport	4	4	0	0
Tameside	1	1	0	0
Trafford	6	4	0	2
Wigan	6	4	0	2
North West	15	10	0	5
Other	25	19	0	6
Total	99	67	3	29

The response to these calls varied from giving information over the phone to sending out information, leaflets and parent packs.

Awareness Events

This comprises of attendance at exhibitions, talks, presentations,

- During 2001-2002 ASGMA gave presentations to a variety of 8 organisations in order to raise awareness of the condition and the work of the Society.
- We attended 3 Exhibitions - Bolton (2 days), Wigan & Oldham providing manned exhibition stands in order to give support and information to parents and professionals.
- ASGMA represented parents at 2 conferences – Understanding the White Paper – Valuing People and Access to Services – GM Consortium Convention.

AUTISTIC SOCIETY GREATER MANCHESTER AREA

REPORT OF THE TRUSTEES (Continued)

Newsletter

Changes within the production of the Newsletter took place during the year. After 4 years of producing the Newsletter, Rose McDwyer stepped down & Pat Kasili took over this role but even with these changes we managed to distribute 5 newsletters through the year to our members.

General Meetings

In response to evaluation from members about our speaker meetings it was decided to instigate a change – to arrange 4 meetings within the year and to introduce social events as well as speaker meetings. However, during 2001-2002, due to strategical changes within the Society – ASGMA becoming incorporated to company limited by Guarantee, it was necessary to organise not only the AGM but also an EGM and only one additional event was organised.

Multi-Agency Autism Service Development Groups

ASGMA was represented at all 10 Multi- Agency Autism Group meetings throughout the year.

The Trafford Group reconvened during the year after a period of in activity.

In addition ASGMA was represented at the Strategic Planning days for Oldham, Salford, Rochdale and Manchester Education.

Conclusion

In a year where there has been some turmoil for the organisation, the ASGMA has been able to maintain its support to parent/carers and professionals through providing information and advice in a variety of formats and Parent/Carers have been able to have a voice through representation at meetings and conferences.

AUTISTIC SOCIETY GREATER MANCHESTER AREA

REPORT OF THE TRUSTEES (Continued)

Looking to the future –

- We hope to increase the level of provision of the service.
- One of the first tasks of 2002-2003 will be to reassess the future of the Parent Pack.
- Produce a new design for the ASGMA leaflet to tie in with the move to Old Town Hall, Eccles.
- Re launch the members meetings.

Aspirations

Aspirations provides opportunities for young people with a diagnosis of Asperger syndrome who live within Greater Manchester to access social and leisure activities. The Project was initiated in 1999 and provides a range of social and leisure opportunities alongside a variety of supporting services.

At the start of 2001-2002 there was currently a small team working with 14-25 year olds with Asperger syndrome. Since 1999, the project staff has grown from Project Co-ordinator to include a full time Community Support Worker in Oct 2000, working with 15-16 year olds. In January 2002 we employed a second Community Support Worker, working with 14-15 year olds. Their work is supported by a team of sessional workers and volunteers.

Summary

16-25 years

- Since the project began 117 young people have been informed about the project
- 56 young people have been referred to the project and 48 have participated in activities
- Referrals of 2 new young people per month

14-15 year olds (Jan- March 2002)

- 9 young people were referred to the project
- 9 assessments were made
- 7 activities on a 1:1 basis were organised
- 3 young people were on a waiting list

AUTISTIC SOCIETY GREATER MANCHESTER AREA

REPORT OF THE TRUSTEES (Continued)

Summary of Activities 16-25yrs

Activity	Frequency of activity	No. of young people
Social Committee	2 per year	
Summer Activities	9 days out	72 places provided
Regional support groups:		
Stockport group	monthly	14 members
Manchester Group	monthly	15 members
Bolton/Wigan Group	monthly	6 members
General Activities:		
Small group	44 activities during year	
1:1 support	517 hours	
Specialist Counselling	Usually 1 hr/week for 10 weeks	6 clients
Walking Group	Monthly	21 members
Commonwealth Games Volunteering Training Course	30 hours	11 members
Discussion Group	Quarterly	9 members
First Take Video	4 evenings, 3 days + 1 weekend	6 members
Social Skills workshops	32 sessions (2hrly)	7 young people
Race Night	1 event in year	20 members

Future Developments (2002-2003)

The aim is to continue the main programme of activities to provide social and leisure activities for the present members and future referrals.

Eccles Town Hall – Proposed move into new premises in the Old Town Hall, Eccles, providing Office Accommodation for staff, a resource library, IT Suite, counselling/meeting room, a large room for ASGMA meetings and a 'drop in' facility for the young people.

Aspirations Girls Group – Aim is to set up a group where the female members can choose activities that are more appropriate to their needs. such as shopping trips and the chance to spend time with other girls.

AUTISTIC SOCIETY GREATER MANCHESTER AREA

REPORT OF THE TRUSTEES (Continued)

Over 25+ Group - As the number of referrals to Aspirations increases there is increasing evidence that a group for people over the age of 25 years needs to be developed. During 2002-2003 evidence will be gathered to support the development of this work.

14-17 year Group - The following will be developed during 2002-2003

- A programme of 4 summer activities over the school holidays July/August 2002.
- Encourage the development of an email network/ chat forum for members.
- Saturday afternoon youth club.
- Develop links with other youth agencies to encourage able integration.
- Develop links with other agencies in order to explore opportunities for special projects for the group; e.g. arts/drama/advocacy/volunteering projects.

Conclusion

The Aspirations project continues to grow in numbers and in strength. It is three years since the project was first developed and the evidence from the number of referrals and activity attendance indicates the continued need and growth for such a specialised service.

`Just The Ticket'

`Just The Ticket' is the annual trip to the cinema for children with special needs. This year the outing took place on 14th March at UCI at the Trafford Centre. This was the fourth event ASGMA had organised and proving ever popular with schools from across Greater Manchester. All 412 seats were booked well in advance with the children being given the chance to watch Disney's `Monsters Inc'. The auditorium was closed to other members of the public, enabling us to provide a sensitive environment for these children. Uncle Chris provided live entertainment before the film, with drinks, popcorn and gifts.

Statistics

Total number of seats available	412
Total number of seats booked	412
Number of children	283
Number of adults/carers	128
Approx number of children with Autism	138

AUTISTIC SOCIETY GREATER MANCHESTER AREA

REPORT OF THE TRUSTEES (Continued)

This event has previously been organised as a fundraising event and we would like to thank all those who have contributed in terms of cash donations as well as gifts in Kind.

"An Excellent Event – we would love to come again"

"Many thanks for all the excellent organisation....cinema environment was more ` child friendly"

"All the children and the staff enjoyed the event tremendously.....and want to come again!"

Plans for the future

`Just the Ticket'

- is likely that it will be organised bi-annually, as this event is very time consuming to organise,
- is likely to be organised purely to benefit children with special needs and in particular children with autism – not as a fundraising event.

AUTISTIC SOCIETY GREATER MANCHESTER AREA
REPORT OF THE TRUSTEES (Continued)

Directors

The directors who served during the period were:-

D Tomlinson (resigned 11 July 2002)

A Hodges (resigned 8 October 2002)

W Haley

G Kimpton

P Palmer (resigned 11 July 2002)


J Shaw

F Redfern was appointed a director of the company on 11 July 2002.

Basis of preparation

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

By order of the board


Secretary

12 December 2002

AUTISTIC SOCIETY GREATER MANCHESTER AREA

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the financial activities of the charity during the year and of its state of affairs at the end of the year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- 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 charity 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 charity and which enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for ensuring that the trustees' report is prepared in accordance with company law in the United Kingdom.

**ACCOUNTANT'S REPORT ON THE UNAUDITED FINANCIAL
STATEMENTS TO THE DIRECTORS OF
AUTISTIC SOCIETY GREATER MANCHESTER AREA**

As described on the balance sheet you are responsible for the preparation of the financial statements for the period ended 31 March 2002 and you consider that the company is exempt from audit under section 249A (1) of the Companies Act 1985. In accordance with your instructions we have prepared these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

PKF

PKF

Manchester, UK
8 January 2003

AUTISTIC SOCIETY GREATER MANCHESTER AREA
STATEMENT OF FINANCIAL ACTIVITIES
PERIOD ENDED 31 MARCH 2002

	Notes	Unrestricted	2002 Restricted	Total
		£	£	£
INCOMING RESOURCES				
Activities for generating funds:				
Donations and proceeds from fundraising	2	2,390	29,256	31,646
Other income		25	-	25
Interest receivable		<u>3,167</u>	<u>-</u>	<u>3,167</u>
TOTAL INCOMING RESOURCES		<u>5,582</u>	<u>29,256</u>	<u>34,838</u>
RESOURCES EXPENDED				
Costs of generating funds:				
Fundraising		5,354	-	5,354
Direct charitable expenditure	3	29,041	7,767	36,808
Management and administration	4	<u>3,598</u>	<u>-</u>	<u>3,598</u>
TOTAL RESOURCES EXPENDED		<u>37,993</u>	<u>7,767</u>	<u>45,760</u>
NET (OUTGOING)/ INCOMING RESOURCES FOR THE PERIOD		(32,411)	21,489	(10,922)
AMOUNT TRANSFERRED FROM ASGMA AT 1 DECEMBER 2001		<u>78,113</u>	<u>41,366</u>	<u>119,479</u>
BALANCES CARRIED FORWARD AT 31 MARCH 2002		<u>45,702</u>	<u>62,855</u>	<u>108,557</u>

AUTISTIC SOCIETY GREATER MANCHESTER AREA
BALANCE SHEET
31 MARCH 2002

	Notes	2002	
		£	£
FIXED ASSETS			
Tangible	7		1,939
CURRENT ASSETS			
Debtors	8	324	
Cash at bank		<u>106,294</u>	
NET CURRENT ASSETS			<u>106,618</u>
NET ASSETS			<u>108,557</u>
ACCUMULATED FUNDS			
Restricted	10		62,855
Unrestricted	10		<u>45,702</u>
			<u>108,557</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The financial statements were approved by the board on 12 December 2002

Signed on behalf of the board of directors

W. Halsey

Directors

AUTISTIC SOCIETY GREATER MANCHESTER AREA
NOTES TO THE FINANCIAL STATEMENTS
PERIOD ENDED 31 MARCH 2002

1 ACCOUNTING POLICIES

(a) Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000) and the Statement of Recommended Practice "Accounting and Reporting by Charities".

(b) Incoming resources

Income comprising donations, subscriptions and fund raising events are accounted for on receipt.

(c) Resources expended

Resources expended are accounted for on an accruals basis and are allocated to the cost category to which they relate.

(d) Tangible fixed assets

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their estimated useful lives on the following basis:

Office equipment	25% reducing balance method
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(e) Pension

The company makes contributions to the personal pension plans of its employees and the pension charge in the SOFA represents the amount payable by the company to these plans during the period.

(f) Fund Accounting

Funds held by the charity are either:

Unrestricted funds - those funds which are available for use at the discretion of the trustees in furtherance of the general objects of the charity, and which have not been designated for other purposes.

Restricted funds - those funds which 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.

AUTISTIC SOCIETY GREATER MANCHESTER AREA
NOTES TO THE FINANCIAL STATEMENTS
PERIOD ENDED 31 MARCH 2002

2 DONATIONS AND FUNDRAISING

	2002 £
Fundraising events	2,003
Subscriptions	198
Donations	189
Grants	<u>29,256</u>
	<u>31,646</u>

3 DIRECT CHARITABLE EXPENDITURE

	2002 £
Donations and projects	4,654
Asperger Syndrome Project	553
Telephone network	2,325
Salaries	26,629
Pension cost	1,000
Printing and publications	2,774
Rent	516
Travelling expenses	<u>3,711</u>
	<u>42,162</u>

4 MANAGEMENT AND ADMINISTRATION OF THE CHARITY

	2002 £
Entertaining	188
Light and heat	52
Advertising	1,480
Equipment costs and renewals	192
Sundry expenses	769
Legal and professional	30
Bank charges	109
Depreciation	<u>778</u>
	<u>3,598</u>

AUTISTIC SOCIETY GREATER MANCHESTER AREA
NOTES TO THE FINANCIAL STATEMENTS
PERIOD ENDED 31 MARCH 2002

5 TOTAL RESOURCES EXPENDED

Total resources expended included payroll costs as follows:

	2002 £
Wages and salaries	24,725
Social security cost	1,904
Pension cost	<u>1,000</u>
	<u>27,629</u>

6 TRUSTEES' (DIRECTORS') REMUNERATION

No trustee (director) received any emoluments. No amounts were paid to trustees during the period in respect of expenses.

7 FIXED ASSETS

	Office equipment £
Cost	
Transferred from ASGMA	1,537
Additions	1,180
At 31 March 2002	<u>2,717</u>
Depreciation	
Charge for the period	<u>778</u>
At 31 March 2002	<u>778</u>
Net book value	
At 31 March 2002	<u>1,939</u>

8 DEBTORS

	2002 £
Prepayments	<u>324</u>

9 MEMBERS' LIABILITY

The Autistic Society Greater Manchester Area is a company limited by guarantee not exceeding £1 per member.

AUTISTIC SOCIETY GREATER MANCHESTER AREA
NOTES TO THE FINANCIAL STATEMENTS
PERIOD ENDED 31 MARCH 2002

10 ACCUMULATED FUNDS

Restricted funds

Transferred from ASGMA

Net incoming resources for the period

At 31 March 2002

£

41,366

21,489

62,855

Unrestricted funds

Transferred from ASGMA

Net outgoing resources for the period

At 31 March 2002

78,113

(32,411)

45,702

AUTISTIC SOCIETY GREATER MANCHESTER AREA

**ASGMA FUNDERS
PERIOD ENDED 31 MARCH 2002**

We wish to thank all our funders for their support, who this year include:

AGMA

Barclays Bank plc

Big Chance Lottery

Bolton MBC Voluntary Sector Grant

Cheshire Building Society

Children in Need

David Solomon's Charitable Trust

Douglas Valley Community

Evanthall Family Charitable Trust

G & L Ainsworth Family Benevolent Fund

Health for Bolton 2001

John Lewis

Lankelly Foundation

Lee Bakirgain Family Trust

Manchester Guardian Society Charitable Trust

Neighbourhood Support Fund

Northern Rock Foundation

Oldham MBC

Pennine Township Fund (Rochdale)

Percy Bilton Charity

Rochdale Township

Salford - Joint Finance

Stockport MBC

Stockport PCT

The Stoller Charitable Trust

Trafford - Joint Finance

AUTISTIC SOCIETY GREATER MANCHESTER AREA

ASGMA FUNDERS

PERIOD ENDED 31 MARCH 2002

Wigan – Joint Finance

Wigan MBC Voluntary Sector Grants

Thanks also to those individuals and groups who have also kindly made donations to our work along with all those who provided support for 'Just The Ticket'.