

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

REGISTRAR OF COMPANIES

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2013
FOR
SPRINGBOARD PROJECT



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

SPRINGBOARD PROJECT

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SPRINGBOARD PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2013

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 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

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

Trustees

G W Wilkinson
D Wright
J Carnie
O Holmes
E Jackson
K Lee
J Walker-Lee

Chairman

Hon Treasurer

- resigned 24/1/13

- resigned 23/4/12

- appointed 15/2/13

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 2013

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects of the charitable company are

to provide recreation and other leisure time activities at Horsham and elsewhere in the counties of Sussex, Surrey, Hampshire and Kent and the London Borough of Sutton in the interests of social welfare within the meaning of the Recreational Charities Act 1958 for all members of the public but with particular reference to persons with physical and/or mental disabilities by any means which are charitable at law

to promote education with particular reference to persons with physical and/or mental disabilities

to undertake research, education, training and instruction in the care and education of physically and/or mentally disabled persons and to publish and disseminate the useful results of such research for the benefit of the public

to operate one or more toy libraries

to further the welfare of persons who are physically and/or mentally disabled, by means which are charitable in law

ACHIEVEMENT AND PERFORMANCE

Springboard Project has now reached a stage in its development where it was necessary to carry out a permanent restructure of its management and staff. This involved significantly revising two senior management roles, making one redundancy and realigning some of our operational roles. As a result, we believe this will improve the effectiveness of the service delivery to our beneficiary's and will gear the charity up so it can be more responsive to the challenges that lie ahead. The new structure will also provide better monitoring and control of our services which in turn will provide better quality information and feedback to our funders.

Although the economic situation remains uncertain, we continue to attract funds from a variety of sources and have been able to expand the reach of our short breaks services for disabled children by establishing a new "Grasshoppers" group in Worthing.

During the year, we were able to get our HR establishment levels back on track with excellent new recruits, adding to our compliment of quality staff that plan and deliver a wide range of opportunities for our children and young people. As with many charities, we are finding some difficulty in attracting more young volunteers, who play a key role in supporting our programme of activities, but every effort is being made to widen our recruitment network.

The proposed new Springboard House centre in Crawley is still being actively pursued with grant funding applications submitted to cover both revenue and capital funding over the medium term. If successful, this will be a step change for our Charity, but one which we feel ready to embark on. Having a permanent base in Crawley Borough will improve the reach of our children and family services into an area of real need and should attract increased funding opportunities from local benefactors. This opportunity will also enable our Charity to play a more active role in the Borough's local communities of interest including our membership of "Young Crawley", which is a consortium of charities and organisations providing services to children, young people and families in the area.

The Board of Trustees and CEO have embarked on a new three year strategic plan which will set the tone and direction of Springboard Project's activities over the medium term. It is apparent that despite a very challenging environment, our charity's services are widely recognised as having a real impact which will foster opportunities to expand our number of services and locations on a sustainable basis.

Our financial controls remain in accordance with the Charity Commission's code of practice. Our Charity continues to be proactive in raising the standards and delivery of services to the children and families who use our Horsham Centre, as well as the increasing range of outreach services for those with disabilities. Our Charity's financial situation is in a good state of health following another extensive fundraising programme during the year producing a modest reserve at the year end. With our current level of funds secured to date and a good percentage still committed for the medium term, we will be able to meet all our service commitments for the current financial year.

We remain extremely grateful for the continuing support of our numerous volunteers, many of whom are also young people, as they freely give us their time and skills to ensure the vibrancy and continued success of the Charity.

FINANCIAL REVIEW

Reserves policy

The reserve policy of the trustees remains to keep a level of three months' expenditure, which reflects the need of the charity to have sufficient cash to cope with variations in income from month to month. The trustees keep this and all other significant policies under constant review to ensure that the charity's future is managed in a practical but secure manner.

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 income for the year is £718 (2012- £19,909). The trustees recommend that the overall surplus for the year be carried forward to 2014.

The trustees consider that Springboard 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 2013

STATEMENT OF TRUSTEES RESPONSIBILITIES

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

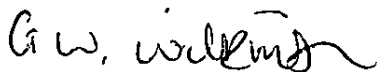
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that 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.

ON BEHALF OF THE BOARD



G W Wilkinson - Trustee

6 July 2013

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SPRINGBOARD PROJECT

I report on the accounts for the year ended 5 April 2013 set out on pages five to eleven

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
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West Sussex
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8 July 2013

SPRINGBOARD PROJECT

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 5 APRIL 2013

	Notes	Unrestricted funds £	Restricted funds £	2013 Total funds £	2012 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	71,330	265,419	336,749	310,071
Activities for generating funds	3	4,131	-	4,131	4,938
Investment income	4	117	-	117	116
Incoming resources from charitable activities					
Activities and membership	5	81,417	-	81,417	66,574
Total incoming resources		156,995	265,419	422,414	381,699
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	6	27,840	4,328	32,168	21,184
Charitable activities					
Cost of activity schemes		39,160	189,599	228,759	200,562
Salaries and social security		46,249	-	46,249	34,558
Staff training and recruitment		5,326	-	5,326	2,473
Repairs, renewals and maintenance		13,432	-	13,432	12,116
Depreciation		9,440	43,205	52,645	50,897
Light, heat, water and insurance		9,241	-	9,241	8,224
Office costs		5,685	-	5,685	5,792
Travel		9,293	-	9,293	7,556
Governance costs	7	18,898	-	18,898	18,428
Total resources expended		184,564	237,132	421,696	361,790
NET INCOMING/(OUTGOING) RESOURCES		(27,569)	28,287	718	19,909
RECONCILIATION OF FUNDS					
Total funds brought forward		213,794	196,834	410,628	390,719
TOTAL FUNDS CARRIED FORWARD		186,225	225,121	411,346	410,628

CONTINUING OPERATIONS

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 2013

	Notes	2013 £	2012 £
FIXED ASSETS			
Tangible assets	11	278,803	307,154
CURRENT ASSETS			
Debtors	12	72,605	42,921
Cash at bank		100,673	94,686
		<u>173,278</u>	<u>137,607</u>
CREDITORS			
Amounts falling due within one year	13	(40,735)	(34,133)
NET CURRENT ASSETS/(LIABILITIES)		<u>132,543</u>	<u>103,474</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>411,346</u>	<u>410,628</u>
NET ASSETS		<u>411,346</u>	<u>410,628</u>
FUNDS	15		
Unrestricted funds		186,225	213,794
Restricted funds		225,121	196,834
TOTAL FUNDS		<u>411,346</u>	<u>410,628</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 5 April 2013

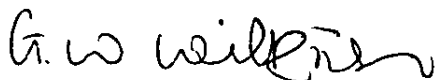
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 5 April 2013 in accordance with Section 476 of the Companies Act 2006

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 6 July 2013 and were signed on its behalf by



G W Wilkinson -Trustee

SPRINGBOARD PROJECT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2013

1. ACCOUNTING POLICIES

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

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

2. VOLUNTARY INCOME

	2013 £	2012 £
Donations	23,528	37,671
Grants receivable	313,221	272,400
	<u>336,749</u>	<u>310,071</u>

3. ACTIVITIES FOR GENERATING FUNDS

	2013 £	2012 £
Rent	<u>4,131</u>	<u>4,938</u>

4. INVESTMENT INCOME

	2013 £	2012 £
Interest	<u>117</u>	<u>116</u>

SPRINGBOARD PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 5 APRIL 2013

5 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2013 Activities and membership £	2012 Total activities £
Activities	55,087	32,408
Membership	26,330	34,166
	<u>81,417</u>	<u>66,574</u>

6 COSTS OF GENERATING VOLUNTARY INCOME

	2013 £	2012 £
Staff costs	21,635	16,725
Office costs	1,882	2,113
Travel	1,032	840
Publicity	7,619	1,506
	<u>32,168</u>	<u>21,184</u>

The 20th anniversary of the Springboard Project was celebrated during the year with a reception at the House of Commons, the cost of which was sponsored and is included in publicity

7 GOVERNANCE COSTS

	2013 £	2012 £
Staff costs	12,634	15,551
Office costs	621	637
Accountants fees	1,680	1,410
Light, heat, water and insurance	237	212
Legal & professional fees	3,381	307
Repairs, renewals and maintenance	345	311
	<u>18,898</u>	<u>18,428</u>

8 NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting)

	2013 £	2012 £
Depreciation - owned assets	<u>52,645</u>	<u>50,897</u>

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 2013 nor for the year ended 5 April 2012

SPRINGBOARD PROJECT

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 5 APRIL 2013**

10. STAFF COSTS

	2012 £	2011 £
Wages, Salaries and social security	<u>227,846</u>	<u>223,986</u>

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

	2012 19	2011 20
Direct charitable activity	<u>19</u>	<u>20</u>

11 TANGIBLE FIXED ASSETS

	Property £	Fixtures and fittings £	Motor vehicles £	Website £	Totals £
COST					
At 6 April 2012	216,158	251,424	106,975	-	574,557
Additions	-	11,026	5,000	8,268	24,294
At 5 April 2013	<u>216,158</u>	<u>262,450</u>	<u>111,975</u>	<u>8,268</u>	<u>598,851</u>
DEPRECIATION					
At 6 April 2012	34,585	185,079	47,739	-	267,403
Charge for year	2,882	20,952	26,744	2,067	52,645
At 5 April 2013	<u>37,467</u>	<u>206,031</u>	<u>74,483</u>	<u>2,067</u>	<u>320,048</u>
NET BOOK VALUE					
At 5 April 2013	<u>178,691</u>	<u>56,419</u>	<u>37,492</u>	<u>6,201</u>	<u>278,803</u>
At 5 April 2012	<u>181,573</u>	<u>66,345</u>	<u>59,236</u>	<u>-</u>	<u>307,154</u>

12 DEBTORS AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013 £	2012 £
Other debtors	<u>72,605</u>	<u>42,921</u>

13 CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013 £	2012 £
Other creditors	40,735	17,133
Accruals and deferred income	-	17,000
	<u>40,735</u>	<u>34,133</u>

14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	2013 Total funds £	2012 Total funds £
Fixed assets	210,345	68,458	278,803	307,154
Current assets	16,615	156,663	173,278	137,607
Current liabilities	(40,735)	-	(40,735)	(34,133)
	<u>186,225</u>	<u>225,121</u>	<u>411,346</u>	<u>410,628</u>

SPRINGBOARD PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 5 APRIL 2013

15 MOVEMENT IN FUNDS

	At 6/4/12 £	Net movement in funds £	At 5/4/13 £
Unrestricted funds			
General fund	213,794	(27,569)	186,225
Restricted funds			
Freehold property	6,574	(2,882)	3,692
Capital works	37,383	(1,803)	35,580
LDC staff	46,481	(2,525)	43,956
Minibuses	61,236	18,256	79,492
Lift Project	11,700	(3,250)	8,450
LBS Mentoring Scheme	25,120	7,845	32,965
Disability activities	8,340	12,646	20,986
	<u>196,834</u>	<u>28,287</u>	<u>225,121</u>
TOTAL FUNDS	<u>410,628</u>	<u>718</u>	<u>411,346</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	156,995	(184,564)	(27,569)
Restricted funds			
Capital works	8,526	(10,329)	(1,803)
LDC staff	114,500	(117,025)	(2,525)
Minibuses	45,000	(26,744)	18,256
LBS Mentoring Scheme	53,750	(45,905)	7,845
Disability activities	43,643	(30,997)	12,646
Freehold property	-	(2,882)	(2,882)
Lift Project	-	(3,250)	(3,250)
	<u>265,419</u>	<u>(237,132)</u>	<u>28,287</u>
TOTAL FUNDS	<u>422,414</u>	<u>(421,696)</u>	<u>718</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

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

SPRINGBOARD PROJECT

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 5 APRIL 2013**

16 ULTIMATE CONTROLLING PARTY

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

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