

AMENDING

REGISTRAR OF COMPANIES

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2014
FOR
SPRINGBOARD PROJECT

THURSDAY WEDNESDAY



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A09 04/09/2014 #168

COMPANIES HOUSE

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

SPRINGBOARD PROJECT

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FOR THE YEAR ENDED 5 APRIL 2014**

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SPRINGBOARD PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2014

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 2014. 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
J Carnie
O Holmes
E Jackson
J Walker-Lee
A Vallon

Chairman

- appointed 9/9/13

Auditors

Hartley Fowler LLP
Statutory Auditors
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.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 5 APRIL 2014**

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.

Public benefit

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 Commission's general guidance on public benefit, 'Charities and Public Benefit'. The charitable purposes of the charitable company are set out in the Objectives and aims and the achievement of those aims and objectives are set out in the Achievement and Performance review.

ACHIEVEMENT AND PERFORMANCE

Springboard Project achieved a major landmark with the completion and opening of our new Springboard House centre in Langley Green, Crawley on 29th April 2014. At this point last year, we were still in the process of finalising the funding arrangements for this major project which necessitated securing both revenue funding over the medium term and capital funding to renovate and refit the building and an outdoor play area. This was successfully approved in September 2013 for us to successfully complete the transformation of an ex-GP surgery into a new inclusive play and recreation centre for local families and children. In addition to completing the new Springboard House centre, a significant amount of effort has gone into building relationships with a very diverse local population in addition to potential supporters and benefactors who can help us to continue the success of our new centre over the long term. We have appointed a new Service Delivery Manager from our existing complement of staff as well as an enthusiastic team of reception staff to meet and greet our new Crawley members. Our Crawley and Mid Sussex disability activity staff were also relocated to the new centre which will greatly improve our local presence. Our success in establishing this new centre would not have been possible without the magnificent support of those funders who we wish to thank for their very significant contributions.

As a result of the staffing restructure to accommodate the Crawley centre, we also recruited a new Service Delivery Manager for our Horsham centre which has now been operational since 1996. Our Springboard House centre in Horsham was the benchmark for our new Crawley centre and when embarking on this new venture, it was well understood by the trustees and senior managers how important it was to ensure the continuity and sustainability of the current membership groups. Our staff had to engage with the changes which were necessitated to accommodate a new two-centre arrangement and their flexible approach has been greatly appreciated.

Although the overall economic situation now shows signs of improvement, the voluntary sector as a whole continues to be affected by the constant reductions in local authority and statutory budgets, and our fundraising efforts continue to be very challenging. Our income has shown a marked increase this financial year, but a large proportion is restricted funding for the capital improvements and operational costs of the new Crawley centre. We were almost able to match last year's revenue income for the Horsham centre and all our disability activity groups for this financial year, but many more operational costs are now being loaded onto our charity. Individually, these are not significant but in totality they do have an impact. Examples include the withdrawal of DBS (ex-CRB) check subsidies by the DfE, charges introduced for paying in bank credits and a massive uplift in our insurance costs reflecting the level of claims which have arisen in some areas of the care sector.

Our financial controls remain in accordance with the Charity Commission's code of practice and the Charity's financial situation is in a good state of health which, despite another very challenging year, maintained a satisfactory cash reserve. With the current level of funds secured to date and for the medium term, we are confident that our service commitments for the current financial year will be met.

We continue to be extremely grateful for the support of our volunteers, many of whom are young people who freely give us their time and skills to ensure the vibrancy and continued success of the Charity. Our numerous support services for families and children would not be able to operate without their dedication and enthusiasm.

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.

SPRINGBOARD PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2014

FINANCIAL REVIEW

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 £58,442 (2013- £718). 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.

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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Hartley Fowler LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

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

Date: 20/8/14

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF SPRINGBOARD PROJECT

We have audited the financial statements of Springboard Project for the year ended 5 April 2014 on pages six to twelve. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page three, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the FRC's website at www.frc.org.uk/apb/scope/private.cfm.

Basis for qualified audit opinion

The Charitable company's turnover has exceeded the audit threshold under the Charities Act 2011 for the first time during the year. The members of the charitable company have requested that an audit of the comparative year end 5 April 2013 is not carried out, therefore we have been unable to obtain sufficient appropriate audit evidence regarding the comparative year end 5 April 2013 due to insufficient records for inspection being available.

Qualified opinion on the financial statements

In our opinion, except for the possible effects of the matters described in the Basis for Qualified Opinion paragraph, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 5 April 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
SPRINGBOARD PROJECT**

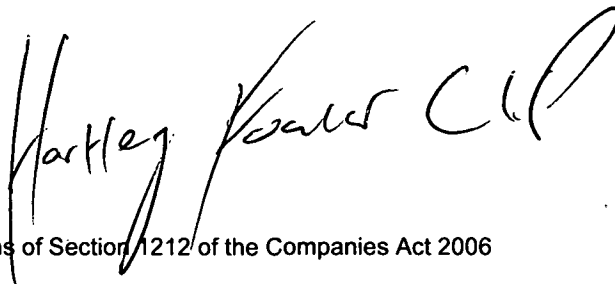
Matters on which we are required to report by exception

In respect solely of the limitations on our work relating to the comparative year ended 5 April 2013, described above:

- we have not obtained all the information and explanations that we considered necessary for the purpose of our audit; and
- we were unable to determine whether adequate accounting records had been kept.

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- the financial statements are not in agreement with the accounting records and returns.



Hartley Fowler LLP
Statutory Auditors
Chartered Accountants
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
44 Springfield Road
Horsham
West Sussex
RH12 2PD

Date: 1st September 2014

SPRINGBOARD PROJECT

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 5 APRIL 2014

	Notes	Unrestricted fund £	Restricted funds £	2014 Total funds £	2013 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	180,924	304,395	485,319	336,749
Activities for generating funds	3	5,673	-	5,673	4,131
Investment income	4	270	-	270	117
Incoming resources from charitable activities					
Activities and membership	5	68,268	-	68,268	81,417
Total incoming resources		255,135	304,395	559,530	422,414
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	6	26,682	-	26,682	32,168
Charitable activities					
Cost of activity schemes	7	53,209	206,608	259,817	228,759
Salaries and social security		41,107	-	41,107	46,249
Staff training and recruitment		2,835	-	2,835	5,326
Repairs, renewals and maintenance		13,102	-	13,102	13,432
Depreciation		9,656	82,500	92,156	52,645
Light, heat, water and insurance		14,823	-	14,823	9,241
Office costs		6,378	-	6,378	5,685
Travel		11,294	-	11,294	9,293
Rent		-	10,000	10,000	-
Governance costs	8	22,894	-	22,894	18,898
Total resources expended		201,980	299,108	501,088	421,696
NET INCOMING RESOURCES		53,155	5,287	58,442	718
RECONCILIATION OF FUNDS					
Total funds brought forward		186,225	225,121	411,346	410,628
TOTAL FUNDS CARRIED FORWARD		239,380	230,408	469,788	411,346

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

**BALANCE SHEET
AT 5 APRIL 2014**

	Notes	Unrestricted fund £	Restricted funds £	2014 Total funds £	2013 Total funds £
FIXED ASSETS					
Tangible assets	12	202,846	118,825	321,671	278,803
CURRENT ASSETS					
Debtors	13	14,823	56,227	71,050	72,605
Cash at bank		31,619	79,933	111,552	100,673
		<u>46,442</u>	<u>136,160</u>	<u>182,602</u>	<u>173,278</u>
CREDITORS					
Amounts falling due within one year	14	(9,908)	(24,577)	(34,485)	(40,735)
NET CURRENT ASSETS		<u>36,534</u>	<u>111,583</u>	<u>148,117</u>	<u>132,543</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>239,380</u>	<u>230,408</u>	<u>469,788</u>	<u>411,346</u>
NET ASSETS		<u>239,380</u>	<u>230,408</u>	<u>469,788</u>	<u>411,346</u>
FUNDS	16				
Unrestricted funds				239,380	186,225
Restricted funds				230,408	225,121
TOTAL FUNDS				<u>469,788</u>	<u>411,346</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 5 April 2014.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

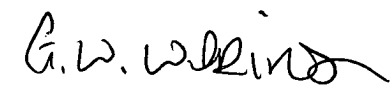
The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 audited under the requirements of Section 144 of the Charities Act 2011.

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 20th August 2014 and were signed on its behalf by:



G W Wilkinson -Trustee

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2014**

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

	2014 £	2013 £
Donations	45,254	23,528
Grants receivable	440,065	313,221
	<u>485,319</u>	<u>336,749</u>

3. ACTIVITIES FOR GENERATING FUNDS

	2014 £	2013 £
Rent	<u>5,673</u>	<u>4,131</u>

4. INVESTMENT INCOME

	2014 £	2013 £
Interest	<u>270</u>	<u>117</u>

SPRINGBOARD PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED **FOR THE YEAR ENDED 5 APRIL 2014**

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2014 Activities and membership £	2013 Total activities £
Activities	43,260	55,087
Membership	25,008	26,330
	<u>68,268</u>	<u>81,417</u>

6. COSTS OF GENERATING VOLUNTARY INCOME

	2014 £	2013 £
Staff costs	20,883	21,635
Office costs	2,734	1,882
Travel	1,255	1,032
Publicity	1,810	7,619
	<u>26,682</u>	<u>32,168</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Totals £
Cost of activity schemes	259,817	259,817
Salaries and social security	41,107	41,107
Staff training and recruitment	2,835	2,835
Repairs, renewals and maintenance	13,102	13,102
Depreciation	92,156	92,156
Light, heat, water and insurance	14,823	14,823
Office costs	6,378	6,378
Travel	11,294	11,294
Rent	10,000	10,000
	<u>451,512</u>	<u>451,512</u>

8. GOVERNANCE COSTS

	2014 £	2013 £
Staff costs	12,973	12,634
Office costs	1,168	621
Accountants fees	2,649	1,680
Light, heat, water and insurance	380	237
Legal & professional fees	5,384	3,381
Repairs, renewals and maintenance	340	345
	<u>22,894</u>	<u>18,898</u>

9. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2014 £	2013 £
Depreciation - owned assets	<u>92,156</u>	<u>52,645</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 5 APRIL 2014

10. 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 2014 nor for the year ended 5 April 2013.

11. STAFF COSTS

	2014 £	2013 £
Wages, Salaries and social security	<u>287,333</u>	<u>267,565</u>

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

	2014	2013
Direct charitable activity	<u>19</u>	<u>19</u>

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

12. TANGIBLE FIXED ASSETS

	Property £	Fixtures and fittings £	Motor vehicles £	Website £	Totals £
COST					
At 6 April 2013	216,158	262,450	111,975	8,268	598,851
Additions	-	103,024	32,000	-	135,024
At 5 April 2014	<u>216,158</u>	<u>365,474</u>	<u>143,975</u>	<u>8,268</u>	<u>733,875</u>
DEPRECIATION					
At 6 April 2013	37,467	206,031	74,483	2,067	320,048
Charge for year	2,882	51,214	35,994	2,066	92,156
At 5 April 2014	<u>40,349</u>	<u>257,245</u>	<u>110,477</u>	<u>4,133</u>	<u>412,204</u>
NET BOOK VALUE					
At 5 April 2014	<u>175,809</u>	<u>108,229</u>	<u>33,498</u>	<u>4,135</u>	<u>321,671</u>
At 5 April 2013	<u>178,691</u>	<u>56,419</u>	<u>37,492</u>	<u>6,201</u>	<u>278,803</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014 £	2013 £
Other debtors	<u>71,050</u>	<u>72,605</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014 £	2013 £
Social security and other taxes	5,003	-
Other creditors	29,482	40,735
	<u>34,485</u>	<u>40,735</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 5 APRIL 2014

15. OPERATING LEASE COMMITMENTS

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

	Land and buildings 2014 £	2013 £
Expiring:		
Between one and five years	20,000	-

16. MOVEMENT IN FUNDS

	At 6/4/13 £	Net movement in funds £	At 5/4/14 £
Unrestricted funds			
General fund	186,225	53,155	239,380
Restricted funds			
Freehold property	3,692	(2,882)	810
Capital works	35,580	6,891	42,471
LDC staff	43,956	(1,326)	42,630
Minibuses	79,492	(35,994)	43,498
Lift Project	8,450	(3,250)	5,200
LBS Mentoring Scheme	32,965	5,963	38,928
Disability activities	20,986	8,717	29,703
Crawley centre	-	27,168	27,168
	225,121	5,287	230,408
TOTAL FUNDS	411,346	58,442	469,788

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	255,135	(201,980)	53,155
Restricted funds			
Capital works	22,207	(15,316)	6,891
LDC staff	128,511	(129,837)	(1,326)
Minibuses	-	(35,994)	(35,994)
LBS Mentoring Scheme	53,250	(47,287)	5,963
Disability activities	37,245	(28,528)	8,717
Crawley centre	63,182	(36,014)	27,168
Freehold property	-	(2,882)	(2,882)
Lift Project	-	(3,250)	(3,250)
	304,395	(299,108)	5,287
TOTAL FUNDS	559,530	(501,088)	58,442

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 5 APRIL 2014**

16. MOVEMENT IN FUNDS - continued

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.

17. ULTIMATE CONTROLLING PARTY

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

18. FUNDING/GOING CONCERN

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