



**CLASP** (Caring, Listening and Supporting Partnership)



**REPORT OF THE TRUSTEES AND**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2024**



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**CLASP** (Caring, Listening and Supporting Partnership)

## **INTRODUCTION**

CLASP is a charitable Company supporting adults with learning disabilities to speak up for themselves. Our mission is 'To develop independence through self-advocacy for adults living with a learning disability'. We deliver this through workshops and training, providing resources and signposting and peer support. We are a small team of staff, volunteers and Trustees and are a well-established part of the learning disability community in and around the Wokingham borough.

CLASP believes that everyone should be valued and treated equally. Staff and self-advocates work together to raise awareness of learning disabilities and important issues affecting the local learning disability community. We empower people with learning disabilities to have the same opportunities and choices as everyone else. Self-advocates are involved in all areas of the charity's delivery and our Board of Trustees and team of staff includes people with learning disabilities.



**CLASP** (Caring, Listening and Supporting Partnership)

## **COMPANY INFORMATION**

### **TRUSTEES**

David Chaffe	Dean Cocoran
Joseph Davidson	Myles Harrison
Steve Allen	Philip Peterson
Julie Tattersdill	Ellie Harrison
Thomas Ormsby	

### **CHAIR**

Myles Harrison

### **SECRETARY**

**Vacant**

### **CEO**

Debs Morrison

### **REGISTERED CHARITY NO.**

1122254

### **COMPANY REGISTRATION NO.**

6034599

### **REGISTERED OFFICE**

Waterford House  
Erftstadt Court  
Wokingham  
Berkshire  
RG40 2YF

### **BANKERS**

National Westminster Bank Plc  
Broad Street  
Wokingham  
Berkshire  
RG40 1AX

### **INDEPENDENT EXAMINER**

Naomi Lynam



## **REPORT OF THE TRUSTEES**

The trustees present their report together with the financial statements of the charitable company for the year ended 31 March 2024.

### **GOVERNANCE AND CONSTITUTION**

The company was incorporated on 20 December 2006. Its governing document is its Memorandum and Articles of Association, and it is subject to the provisions of the Companies Act 2006 and the Charities Act 2011. The company is incorporated as a private charitable company limited by guarantee, not having share capital, and a registered charity in England and Wales. No trustee has any beneficial interest in the charitable company. In the event of the charitable company being wound up, members are required to contribute an amount not exceeding one pound.

The Board of Trustees, who are also directors for the purposes of company law, meet quarterly or more regularly as necessary and administer the company.

A staff management team carries out the day-to-day functions of the Company.

### **PRINCIPAL ACTIVITIES**

The principal activities of the charitable company are the provision of an advocacy service for people with a learning disability living in the Wokingham borough and the running of the local Learning Disability Partnership Board. At the present time, the trustees do not anticipate any changes to these principal activities.

### **APPOINTMENT OF TRUSTEES**

The Chairman is nominated by the Board of Trustees. Trustees are elected at the Annual General Meeting, or whenever there is a vacancy, for a term of three years, following which they are eligible for re-election. The charitable company seeks to achieve a ratio of fifty per cent between trustees with and without a learning disability. The maximum number of trustees is twelve.



## **TRUSTEES**

The following trustees held office during the period under review:

David Chaffe  
Dean Corcoran  
Joseph Davidson  
Myles Harrison  
Philip Peterson

Samantha Lola Gibbs (resigned 6 February 2024)

Julie Tattersdill

Thomas Ormsby

Steven Allen  
Ellie Harrison

## **ACHIEVEMENTS AND PERFORMANCE**

Membership ended the year at 247 for CLASP and 312 for the Learning Disability Partnership Board (LPDB).

Our main activities were as follows:

### **Coffee Shop**

This is our social group and drop-in session on Tuesday mornings. We are now Friendship Alliance Ambassadors – everyone is welcome at our coffee shop! The first Tuesday of the month is our Book Corner with Heather. The second Tuesday of the month is Dancing to Music with Rachel.

We also have an open table for other organisations to come and consult with our members – we have HealthWatch, Wokingham Borough Council, Social workers, etc.



## CLASP (Caring, Listening and Supporting Partnership)

### Take Notice

This is our campaigning group on Friday mornings. Here are some of our highlights:

- Matt Allwright came to talk to us about his career on the television and has now become a good friend of CLASP
- CLASP started a partnership with the local leisure centre taking part in a weekly sports session
- We invited the local police commissioner to our session to allow him to talk about how he was supporting our community better.
- Supported Hate Crime week with session from TVP

### CLASP Community Choir

This is our inclusive community choir, in partnership with Sing Healthy Choirs. We practice regularly face to face. We also perform in schools and in the town centre, and support Sing Healthy concerts.

### Listen To Us

This is our training group that delivers Learning Disability Awareness training and Hate Crime Awareness training to local schools, care agencies, Wokingham Borough Council and community groups.

A video explaining the work CLASP does to be shared with different support services was produced which we are looking to present to primary care services.

### LDPB (Learning Disability Partnership Board)

We send out monthly notices with news for the learning disability community of over 300 members. Some of our key events were:

- Health screening
- Annual health checks and Health Action plans
- Pharmacy
- A series of roadshows around being environmentally aware – recycling, food waste, water savings, etc

### Happy & Healthy Club

We have a craft session weekly where members get to spend time together doing different craft activities.

We also have sessions at the local sports hall playing various sports. Dancing to music and choir also are part of this programme.



## CLASP (Caring, Listening and Supporting Partnership)

We, the trustees, would like to thank the management team for their hard work going well above and beyond their jobs to ensure members are best supported. We also want to specifically acknowledge and thank the role that the 8 volunteers have played over the last year, without whom many of the activities could not have taken place and others would not be as nearly as effective.

We also run craft clubs, gardening club, active sessions consisting of walking and accessible cycling, and give back to our community via volunteering at other charities.

### **FINANCIAL REVIEW**

It is the company's agreement to maintain a level of financial reserves sufficient to ensure that its core support to members would continue for a period of six months were its main source of income to cease, while attempts are made to secure new funding or, if such attempts prove unsuccessful, time and support given to members would be adjusted and allow for an appropriate ending to the services provided.

This is monitored on a quarterly basis at meetings of the trustees and reviewed annually or whenever there is any significant change to the charitable company's organisation that affects its core running costs. With more than 80% of the income from the one source (two contracts with Wokingham Borough Council), the reserves are focused on covering the costs of a much-scaled back operation if that contract was lost, as many activities (and associated costs) would end at that time. We continue to run a tight budget.

In January 2022, Wokingham Borough Council confirmed renewal of our grant for running the provision of a learning disability self-advocacy service, including the management of the learning disability partnership board. In addition, CLASP was awarded a second grant for the provision of service giving support and promoting independence to people with mild learning disabilities. These began in April 2022 for a three-year term, with possibility of two one-year renewals after that and represent the major source of income for CLASP.

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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

The trustees have adopted the Statement of Recommended Practice 2015 (FRS 102). As a small charitable company not subject to statutory audit, the trustees have opted for the lesser reporting requirements permitted under SORP 2015.

The trustees acknowledge their responsibility to prepare financial statements that give a true and fair view of the state of affairs of the charitable company as at the end of its financial year





## CLASP (Caring, Listening and Supporting Partnership)

and of its statement of financial activities for the financial period, in accordance with the Companies Act 2006.

In preparing those financial statements the trustees are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) observe the methods and principles in the Charities SORP;
- (c) make judgements and estimates that are reasonable and prudent;
- (d) state whether UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- (e) prepare the financial statements on the going concern basis unless it is inappropriate to presume the company will continue in business.

The trustees are responsible for keeping proper accounting records that comply with the Companies Act 2006 and which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

The trustees are responsible for ensuring the maintenance of an adequate system of internal control designed to provide for safeguarding the company's assets and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees certify that:

(a) so far as they are aware, there is no relevant information to which the charitable company's independent examiner is unaware; and

(b) they have taken all steps that ought to have been taken in order to make themselves aware of any relevant information and to establish that the charitable company's independent examiner is aware of that information.

Approved by the Board of Trustees on (tbc) and signed on its behalf by:

**Myles Harrison**  
**Chair of Trustees**



## **INDEPENDENT EXAMINERS REPORT**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 March 2024.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act")

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:** 

**Printed Name:** Naomi Lynam

**Date:** 20<sup>th</sup> August 2024

**Professional qualification:** FCCA ( Chartered, Certified Accountant)



## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT YEAR ENDED 31 MARCH 2024

	Note	Unrestricted funds 2024 £	Restricted income funds 2024 £	Total funds 2024 £	Prior year funds 2023 £
<b><u>Income</u></b>					
<b>Income and endowments from:</b>					
Donations and legacies	3	13,558	149,918	163,476	139,330
Charitable activities	3	7,460	-	7,460	6,171
Other trading activities	3	4,811	-	4,811	1,918
<b>Total</b>		<b>25,829</b>	<b>149,918</b>	<b>175,747</b>	<b>147,419</b>
<b><u>Expenditure</u></b>					
<b>Expenditure on:</b>					
Charitable activities	5	3,545	121,252	124,797	115,919
<b>Total</b>		<b>3,545</b>	<b>121,252</b>	<b>124,797</b>	<b>115,919</b>
<b>Net income</b>		<b>22,284</b>	<b>28,666</b>	<b>50,950</b>	<b>30,500</b>
<b>Net movement in funds</b>	<b>13</b>	<b>22,284</b>	<b>28,666</b>	<b>50,950</b>	<b>30,500</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	13	38,694	19,515	58,209	27,709
<b>Total funds carried forward</b>	<b>13</b>	<b>60,978</b>	<b>48,181</b>	<b>109,159</b>	<b>58,209</b>



## BALANCE SHEET

		2024	2023
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	9	2,930	2,000
<b>Total fixed assets</b>		<b>2,930</b>	<b>2,000</b>
<b>Current assets</b>			
Debtors	10	195	176
Cash at bank and in hand	12	114,863	74,371
<b>Total current assets</b>		<b>115,058</b>	<b>74,547</b>
<b>Creditors:</b> amounts falling due within one year	11	8,829	18,338
<b>Net current assets</b>		<b>106,229</b>	<b>56,209</b>
<b>Total assets less current liabilities</b>		<b>109,159</b>	<b>58,509</b>
<b>Funds of the Charity:</b>			
Restricted income funds	13	48,181	19,515
Unrestricted funds	13	60,978	38,694
<b>Total funds</b>		<b>109,159</b>	<b>58,209</b>



**CLASP (Caring, Listening and Supporting Partnership)**

***The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.***

***The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.***

***The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.***

***These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.***

**Signed by trustees  
on behalf of all the  
trustees:**

**Print Name**

**Date  
dd/mm/yyyy**

**Myles Harrison**

**Julie Tattersdill**

**Signature of director  
authenticating accounts  
being sent to Companies  
House**

**Signature**

**Date  
dd/mm/yyyy**

**NAME:**



## NOTES TO THE ACCOUNTS

### Note 1: Basis of preparation

#### 1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with:

The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

#### 1.2 Going concern

The trustees' consider there are no material uncertainties about the charitable company's ability to continue as a going concern for the next 12 months.

#### 1.3 Change of accounting policy

No changes in accounting policy have occurred in the reporting period of the year to 31<sup>st</sup> March 2023 and the financial statements present a true and fair view and the accounting policies adopted are those outlined in Note 2.

#### 1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period.

#### 1.5 Material prior year errors

No material prior year error have been identified in the reporting period.



## Note 2: Accounting policies

### 2.1 Functional Currency

The financial statements have been prepared in sterling which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

### 2.2 Incoming Resources

Income is recorded in the financial statements when received or when the charitable company becomes entitled to the resources. Grants in the form of core funding from Wokingham Borough Council is included in the Statement of Financial Activities to match the time periods when the services relating to this funding is delivered

### 2.3 Offsetting

There has been no offsetting of assets and liabilities or income and expenditure.

### 2.4 Tangible Fixed Assets

Items that can be used for more than one year and cost in excess of £500.00 are capitalised and valued at cost.

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

Office furniture and equipment: 25%

IT equipment: 25%

### 2.4 Fund Accounting

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

Restricted funds can only be used for specific restricted purposes and arise either when specified by the donor or when funds are raised for particular restricted purposes.

### 2.5 Deferred Income

Income from grants received with performance related criteria is only recognised in the SOFA when the performance related criteria has been fulfilled. The amounts relating to unfulfilled performance criteria is transferred to deferred income.

### 2.6 Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.



## Note 3: Income from Donations and Legacies

### 3.1 Donations and legacies:

	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year unrestricted funds £	Prior year restricted funds £	Prior year Total funds £
Donations and gifts	13,558		13,558	6,357		6,357
General grants provided by government/other charities	-	149,918	149,918	1,000	131,973	132,973
<b>Total</b>	<b>13,558</b>	<b>149,918</b>	<b>163,476</b>	<b>7,357</b>	<b>131,973</b>	<b>139,330</b>

### 3.2 Charitable activities:

Fundraising	7,460	-	7,460	6,171	-	6,171
<b>Total</b>	<b>7,460</b>	<b>-</b>	<b>7,460</b>	<b>6,171</b>	<b>-</b>	<b>6,171</b>

### 3.3 Other trading activities:

Consultancy	1,610	-	1,610	1,918	-	1,918
Other	3,201		3,201	-		-
<b>Total</b>	<b>4,811</b>	<b>-</b>	<b>4,811</b>	<b>1,918</b>	<b>-</b>	<b>1,918</b>

<b>TOTAL INCOME</b>	<b>25,829</b>	<b>149,918</b>	<b>175,747</b>	<b>15,446</b>	<b>131,973</b>	<b>147,419</b>
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## Note 4: Analysis of receipts of government grants

	Description	This year £
Wokingham Borough Council	Lot 21 – Adult Social Care	66,263
Wokingham Borough Council	Lot 22 – Adult Social Care	53,705
Wokingham Borough Council	Car parking	722
<b>Total</b>		<b>120,690</b>

	Description	Last year £
Wokingham Borough Council	Lot 21 – Adult Social Care	61,928
Wokingham Borough Council	Lot 22 – Adult Social Care	51,192
Wokingham Borough Council	CRM Package	4,128
Wokingham Borough Council	Easy Read	2,650
Wokingham Borough Council	Hardship funds	4,670
Wokingham Borough Council	Car parking	1,693
<b>Total</b>		<b>126,261</b>

	This year	Last year
<b><i>Details of any unfulfilled conditions and other contingencies attaching to grants that have been recognised in income.</i></b>	None	None

	This year	Last year
<b><i>Details of other forms of government assistance from which the charity has directly benefited.</i></b>	None	None



## Note 5: Expenditure

	This year			Last year		
	Unrestricted funds	Restricted income funds	Total funds	Unrestricted funds	Restricted income funds	Total funds
<b>Expenditure on charitable activities:</b>						
Salaries and pension costs	-	90,277	90,277	-	77,847	77,847
Office rent	-	4,763	4,763	-	5,284	5,284
IT Services	-	1,714	1,714	-	2,761	2,761
Other	3,545	24,498	28,043	1,306	29,721	31,027
<b>Total expenditure on charitable activities</b>	<b>3,545</b>	<b>121,252</b>	<b>124,797</b>	<b>1,306</b>	<b>115,613</b>	<b>116,919</b>



## Note 6: Details of certain types of expenditure

### Note 6.1 Fees for examination of the accounts

	<b>This year £</b>	<b>Last year £</b>
Independent examiner's fees	-	-
Assurance services other than independent examination	-	-
Tax advisory fees	-	-
Other fees: Accountancy services - payroll	432	432



## Note 7: Paid employees

### 7.1 Staff Costs

	<b>This year</b>	<b>Last year</b>
	<b>£</b>	<b>£</b>
Salaries and wages	76,995	67,524
Social security costs	9,584	7,730
Pension costs (defined contribution scheme)	3,698	2,593
Other employee benefits	-	-
<b>Total staff costs</b>	<b>90,277</b>	<b>77,847</b>

### 7.2 Staff banding costs over £60,000

<b>Band</b>	<b>Number of employees</b>	
	<b>This year</b>	<b>Last year</b>
£60,000 to £69,999	-	-
£70,000 to £79,999	-	-
£80,000 to £89,999	-	-
£90,000 to £99,999	-	-
£100,000 to £109,999	-	-

### 7.3 Average head count in the year

	<b>This year</b>		<b>Last year</b>	
	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
Fundraising	-	-	-	-
Charitable Activities	7	7	7	7
Governance	-	-	-	-
Other	-	-	-	-
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>



**Note 8: Defined contribution pension scheme or defined benefit scheme accounted for as a defined contribution scheme.**

	<b>This year</b>	<b>Last year</b>
	<b>£</b>	<b>£</b>
Amount of contributions recognised in the SOFA as an expense	-	-



## Note 9: Tangible fixed assets at cost

	Freehold land & buildings £	Fixtures, fittings and equipment £	Total £
At the beginning of the year	-	6,606	6,606
Additions	-	2,425	2,425
Revaluations	-	-	-
Disposals	-	-	-
Transfers *	-	-	-
<b>At end of the year</b>	<b>-</b>	<b>9,031</b>	<b>9,031</b>

### 9.2 Depreciation and impairment

**Basis	Straight Line	Straight Line	
** Rate	25%	25%	
At beginning of the year	-	4,606	4,606
Disposals	-	-	-
Depreciation	-	1,495	1,495
Impairment	-	-	-
Transfers*	-	-	-
<b>At end of the year</b>	<b>-</b>	<b>6,101</b>	<b>6,101</b>

### 9.3 Net book value

<b>Net book value at the beginning of the year</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>
Net book value at the end of the year	-	2,930	2,930



## Note 10: Debtors and prepayments

### 10.1 Analysis of debtors

	<b>This year</b>	<b>Last year</b>
	<b>£</b>	<b>£</b>
Trade debtors	-	-
Prepayments and accrued income	195	176
Other debtors	-	-
<b>Total</b>	<b>195</b>	<b>176</b>



## Note 11: Creditors and accruals

### 11.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year	Last year	This year	Last year
	£	£	£	£
Accruals and deferred income	8,829	18,338	-	-
<b>Total</b>	<b>8,829</b>	<b>18,338</b>	<b>-</b>	<b>-</b>

### 11.2 Deferred income

	This year	Last year
<b>The reasons why income is deferred.</b>	Performance related conditions not yet met for grants received.	Performance related conditions not met for grants received.

Movement in deferred income account	This year	Last year
	£	£
Balance at the start of the reporting period	16,991	16,088
Amounts added in current period	19,716	13,948
Amounts released to income from previous periods	28,558	13,045
<b>Balance at the end of the reporting period</b>	<b>8,149</b>	<b>16,991</b>





## Note 12: Cash at bank and in hand

	<b>This year</b>	<b>Last year</b>
	<b>£</b>	<b>£</b>
Short term cash investments (less than 3 months maturity date)	-	-
Short term deposits	-	-
Cash at bank and on hand	114,863	74,371
Other	-	-
<b>Total</b>	<b>114,863</b>	<b>74,371</b>



## Note 13 : Charity funds

### 13.1 Details of material funds held and movements during the CURRENT reporting period

<b>Fund names</b>	<b>Fund balances brought forward £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Fund balances carried forward £</b>
Restricted	19,515	149,918	- 121,252	48,181
Unrestricted	38,694	25,829	- 3,545	60,978
	-	-	-	-
	-	-	-	-
<b>Total</b>	<b>58,209</b>	<b>175,747</b>	<b>- 124,797</b>	<b>109,159</b>



## **Note 14: Transactions with trustees and related parties**

### **14.1 Trustee remuneration and benefits**

During the year no fees or payments were made to any Trustees (2023 - nil)

### **14.2 Trustees' expenses**

No trustee expenses have been incurred (2023 - nil)

### **14.3 Transaction(s) with related parties**

There have been no related party transactions in the reporting period (2023 - nil)