

Financial Statements  
& Trustees Report  
For the year ended 31 March 2016



Charity No. (registered in England and Wales) 1057635

Company Registration No. 03217418

CHARITY COMMISSION  
FIRST CONTACT  
22 DEC 2016  
ACCOUNTS  
RECEIVED

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## ***bibic* Reference And Administrative Details**

*(The former British Institute for Brain Injured Children)*

Charity no (registered in England and Wales): 1057635  
Company number: 03217418

### ***bibic* National Assessment Centre and registered office:-**

Old Kelways,  
Somerton Road,  
Langport,  
SOMERSET  
TA10 9SJ  
[www.bibic.org.uk](http://www.bibic.org.uk)  
Tel: (01458) 253344

	<u>Appointed</u>	<u>Resigned</u>
<b>Chair of Trustees:</b>		
Barbara Scruton, BA (Hons) Cert. Ed.	09.11.2000	
<b>Trustees:</b>		
	<u>Appointed</u>	<u>Resigned</u>
Mark Campbell	28.10.2010	
Andrew Curran	09.08.2012	
Ian Burden	09.08.2012	
Una Lynch	25.01.2014	01.05.2015
Paul Raymond	01.02.2015	31.08.2015
Emily Brett	15.09.2015	
<b>Chief Executive:</b>		
Jon Shoesmith (Interim CEO)	19.08.2014	30.05.2015
Lynda Williams	25.07.2016	

### **Independent Examiner:**

James Gare, Institute of Chartered Accountants in England and Wales, Monahans, Chartered Accountants, Fortescue House, Court Street, Trowbridge, Wilts, BA14 8FA

### **Bankers:**

Barclays Bank Plc, 1 Churchill Place, London E14 5HP  
CAF Cash Limited, CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent ME19 4JU  
NatWest plc, 8, York Buildings, Cornhill, Bridgwater, Somerset TA6 3BA

## Chair's Statement

I am delighted to report a very successful year here at bibic. We had 196 children and their families receive life changing therapy and 120 parents and professionals receiving training on managing challenging behaviour and sensory processing. This means that bibic continues to help those children with conditions affecting their social, communication and learning abilities to achieve their potential for a happier and more fulfilled life.

There is a continued growth in demand for our services, both locally within the South West but also nationally we received 376 enquiries an increase of 2% on the previous year. Part of our strategy details how we hope to continue to meet the growing demand.

We have continued to widen our sphere of influence and work with more diverse groups including schools. We aim to support organisations that come into contact with children who have conditions affecting their social, communication and learning abilities to better support them and raise awareness.

Fundraising efforts increased our income levels by 44%, reflecting more varied sources as per strategic objectives, while also reducing our cost base by a further 10%. Yet we are far from complacent as we continue to pursue our long term strategy. As the economic climate continues to remain uncertain, and the fundraising environment remains challenging, the board of trustees and the senior management team have continued to challenge and focus the charity on efficiency, while remaining true to our aim of ensuring that every child that needs our therapy is seen.

The achievements to date are a testament to the employees and volunteers at bibic. I, on behalf of the trustees, would like to thank each and every employee and volunteer for their fantastic support and commitment. Without the efforts of volunteers and employees their efforts, we would not be the charity we are nor provide such life changing therapy and support so desperately deserved by the children and their families.

On behalf of the board of trustees I would like to extend our deep thanks and appreciation to our wonderful supporters. We are so grateful to you for demonstrating your continued belief in bibic. We receive no government funding and rely on grants and the generosity of the public to provide our service.

As a board and organisation, we are conscious that there is much more to do - It is estimated that there will be 450,000 children with Learning Difficulties by 2031 an increase of 10% from 2011. (*Disability in the United Kingdom 2016, Papworth Trust*). This demonstrates that there are many more children that we could help and with the continued and further support of so many, we look forward to continuing to transform the lives of children and their families which we have been doing since 1972.

That is our commitment.



Barbara Scrutton

Chair of Trustees

## Report of the Trustees

The Trustees, who are Directors for the purpose of Company Law, present their report together with the financial statements of the charity for the year ending 31<sup>st</sup> March 2016. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

## Objectives and Activities and long term Strategy

### Our Mission

**To help children aged from six months to 18 years with conditions affecting their social, communication and learning abilities to achieve their potential for a happier and more fulfilled life**

### Charitable Objectives

*bibic's* charitable objectives remain unchanged and as registered with the Charity Commission are to:

- a) to reduce need and hardship among children and adults with learning difficulties and/or physical disabilities and
- b) to provide support and assistance to families of children and with learning difficulties and/or physical disabilities.

### Long Term Strategy

In order to achieve these objectives the board has developed a long term strategy underpinned by these five basic pillars:

- 1) To be a nationally recognised charity delivering our unique mode of family-focused training and support through regional hubs offering a combination of both in house assessment and outreach services.
- 2) To secure the charity's long term sustainability by developing new and innovative funding streams whilst maintaining and growing existing funding sources.
- 3) To attract, grow and develop people with the knowledge, skills and experience necessary to deliver all aspects of the charity's work.
- 4) To collaborate with like-minded organisations in order to achieve mutual benefit, broaden our reach, attract a new audience and raise our profile.
- 5) To communicate effectively with families, professionals and the wider community to promote and create awareness of *bibic* methodology and the impact of our service on children and families.

In practice, our overarching objective is to transform the lives of children who have a condition that affects their physical, communication, social and learning abilities. This includes children with an acquired brain injury and a wide range of conditions such as autism, dyslexia, cerebral palsy and Down's syndrome. We aim to achieve this life-changing experience by providing a programme of practical support, training and strategies for families - empowering them with the skills and techniques to help their child develop and reach their full potential.

The Trustees ensure that this purpose is carried out for the public benefit by:

- Reaching out to families and making our service accessible by raising awareness through the use of literature, website, social media and recommendation from families and professionals who have used our services before.
- Subsidising, through fundraising activities, the cost of the **bibic** overall programme so that no parent, family or carer will ever have to contribute more than 30% of the total cost.
- Where necessary, guiding those families unable to afford the cost of our services to seek external funding and support.
- Ensuring that every donated pound is spent where it has the biggest impact; on the children we support and the long terms aims of the charity.
- Signposting families towards additional support whenever necessary.
- Making the **bibic** programme of support available to a national audience.
- Where possible providing early intervention to help families turn their lives around at the earliest opportunity.
- Collecting statistics and informal feedback from families supported by **bibic** to continually monitor the service provided and ensure that it is relevant and appropriate and meets their needs while at the same time enabling us to provide accurate updates and reporting to those funders who have supported us financially.
- This year we have started to collect hard clinical outcomes, to really quantify the impact of our therapy for families, funders and the press.
- Sharing knowledge, skills and training to a wider public audience through the provision of seminars for members of the public and professionals on topics relevant to caring for children with a brain-related condition.
- Continuously scanning the external environment to keep ourselves up-to-date with the latest developments in the provision of services and facilities to children with disabilities and learning difficulties, whilst ensuring that our work reflects current government, local education and health agendas.
- Being a flexible charity that listens and learns from the experiences we have with the children and families who we support, and by providing a tailored service to suit the needs of individuals.
- Employing a team of committed, caring, experienced and well trained staff.

### **Public Benefit Statement**

The trustees have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to Public Benefit guidance published by the Charity Commission.

### **Charitable Activities - Delivering on our Objectives**

The charities objectives continue to be more relevant than ever before due to the growing demand for support and assistance required for children and their families who, for whatever reason, have been unable to access the services required to help them live a more fulfilled life.

### **Disability in the UK**

Children with a learning or developmental disability face a bewildering array of challenges. Learning disabilities and developmental difficulties, and their accompanying challenges, can lead to low educational achievement, social exclusion, low self-esteem, isolation, and at times, severe behaviour problems, which often worsen in adolescence. This can affect them early, severely and for life.

In 2012/2013 7% (900,000) of children in the UK were disabled. For disabled children, the most common impairments are social and behavioural (33%) and learning disabilities (31%). Disabled children aged 0-16 are

the fastest growing group among the population of disabled people. It is widely anticipated that the proportion of children and young people who are disabled will increase. It is estimated that there will be 450,000 children with Learning Difficulties by 2031 an increase of 10% from 2011. (*Disability in the United Kingdom 2016, Papworth Trust*).

As any parent of a child with an impairment will tell you, getting an official statement or diagnosis of a condition can be a long and arduous journey to undertake – potentially taking years. Research shows that 2.8% (232,190) had statements of Special Education Needs and of these 92.5% attended state funded schools. 15.1% (1.2 million) of pupils in England had special educational needs but did not have a statement and only 1 in 13 disabled children receive a regular support service of any sort from their Local Authority (*Disability in the United Kingdom 2016, Papworth Trust*).

### **bibic Consultation**

In 2015 bibic carried out a consultation that asked 92 parents about their experiences. We found that children with disabilities experience a wide range of problems, most notably problems at school, social isolation and low self-esteem. The child and their family frequently feel isolated, excluded and just don't know where to turn for support.

- 74% of parents said that their child's self-esteem was low due to his/her problems. They told us "He calls himself stupid and slow" and "Saul has extremely low self-esteem and has attempted suicide".
- 83% of parents said that their child's condition affected his/her acceptance by peers. They told us; "It's so upsetting to see Joseph isolated an alone. He desperately wants a friend" and "Harry has no friends who care to be in his company".
- 91% of parents said their child's condition affected how he/she got along with other children. "Her difficulties make her feel as though she is no good and that no one likes her". "John used to try really hard to make friends. He has learnt that he is not popular and no longer has expectations of making friends".
- 65% of parents said their child was having problems at school. The said "Adam has given up at school, he feels useless because he can't keep up".
- 83% of parents said their school/nursery were having difficulty meeting the needs of their child. They said; "Kieran keeps getting suspended due to the school not fully understanding his needs", "School highlight her poor academic achievement but are not supportive of her needs".

We found that the effects of learning and developmental difficulties are felt far beyond the child. 84% of parents/carers saying they found it hard to cope day to day and 64 % had insufficient help and support. They told us family life is deeply affected, 59% said that siblings had difficulty dealing with problems and families found themselves social isolated.

94% of parents said that they were concerned for their child's future 61% of those said it caused them significant stress. They said; "I worry about how Joseph will fit in and find his place in the world".

A large percentage of the children who came to bibic last year had no diagnosis and therefore have few other organisations they can turn to for practical help and advice. Many of the children we see have complicated problems, with one condition often masking another (i.e. dual diagnosis), 27.5% of children we saw had no diagnosis followed by 18.5% having a diagnosis of Autism spectrum disorder or related conditions and 11.5% with Developmental Delay conditions. We believe that bibic's service is unique due to our way of looking at every child as the individual they are. We can therefore say with confidence that we change the life of every disabled child and family that we see.

Our aim is to focus on reaching out to the greatest number of children and families possible in the UK through the provision of our service at our National Assessment Centre in Somerset and elsewhere resulting in a life-changing impact.

In line with our strategic aims:

**1) To be a nationally recognised charity delivering our unique mode of family-focused training and support**

We believe in providing support and therapy to every child that needs our services throughout the country. As a result, this year we have delivered our unique approach of therapy, training and support to 196 children and their families this year, addressing 24 different conditions. We delivered training to 120 parents and professionals building their capacity and knowledge to enable them to better understand their children and young people and for professionals to feel more confident in working with children and young people with additional needs. In addition, we continue to see children from across the country in our aim to be nationally recognised.

**Therapy Outcomes**

In addition, the content of our therapy outcomes data has continued to improve, which provides our service users, funders and referral agents with the reassurance they need before working with us. The capture and analysis of this data enables us to provide stakeholders new indicators that they find interesting or useful. Our therapy assesses children in 7 developmental areas, and we now have statistical information to chart their progress in several ways for each of these. This statistical analysis continues to support the progress of the children we support.

Quantitative and qualitative information is gathered in the form of feedback from families after their assessments. We have a family feedback questionnaire that asks 18 rateable questions about their experience of the service, perception of how their child has progressed and the impact this has made on the family as a whole, and the broader reaching effects of the service such as whether their report from bibic has helped them to access any further services for their child. We also ask the children and young people to rate their experience of the service and therapy programme.

Anecdotal evidence is also gained through question and answer sessions with parents and children, therapist observations, monitoring of therapies (i.e. casework) and reports from children's teachers and other professionals involved with them. Our reassessments enable the therapists the time to fully understand with parents the progress their children are making and allow time for our clinical opinions to be made, both through passive observation and more structured activities.

We use the Goal Attainment Scaling system (GAS); this is a nationally recognised system that allows us to set goals that are criterion referenced i.e. basing a child's progress against themselves, rather than against the rest of the population. This is ideally suited to the children we work with as often the nature of their difficulties means they are unlikely to progress in line with their peers, and measuring them thus would be demoralising to them and their family, and provide little meaningful measure of progress they are making. By using this we are able to monitor small, but hugely significant and relevant steps for children and their families.

For children who carry out the Johansen Auditory Stimulation programme we gather statistics in the form of pre and post therapy questionnaires in order to measure progress with listening skills, expressive communication, processing ability, concentration and language development. The data we have is collected from an 18 point questionnaire, which families complete before and then after the therapy has finished. Each question measures one aspect of their auditory processing.

## **Measurable Outcomes**

Our success is measured in outcomes driven by the results in the children's development and by default the positive impact on families. We compile strict outcomes data for the children we support, to show their development in excess of expected development for a child of their age.

bibic have been operating since 1972 and consistently deliver results. Clinical statistics and parental anecdotal evidence tell us what we are delivering works. Of those that have been reassessed 100% showed progress in one or more developmental areas. In addition we ask our parents for anecdotal evidence of changes they noted, they told us:

"Prior to her assessment she was satisfied just to sit and was not interested in trying to reach for things or move. She is no longer satisfied with this and is actively trying to reach things for herself and move as much as she can"

"I can see the feedback and therapy leading to positive changes in our sons daily life and experiences."

Our children told us;

'I thought it was good because it gave me strategies of helping to control my disorder'

Lucy was really good, and she gave me strategies to help me get on better at school.

We believe bibic therapy is life changing and a real testament to our service is that well over half of all families that come to bibic come on a recommendation from a previous service user. This demonstrates we make a positive and lasting impact.

## **2) To secure the charity's long term sustainability by developing new and innovative funding streams whilst maintaining and growing existing funding sources.**

We have continued to focus on securing the charity's long term sustainability. We have continued to focus on reducing our cost base which we have achieved by 9.6%, in the last year relative to Y/E 2015, while increasing our funding income by 45% to £423,994. We continue to look to diversify this funding income and have increased our income from Other Trading Activities from £9,159 to £112,737 thereby reducing our dependency on Donations and Legacies (although these have still increased from £210,160 to 263,7310). As a result of the progress we have made we have seen our annual loss reduce from £272,596 in y/e March 2015 to a loss of £89,842 for this year end.

The above achievements should be considered in the face of a challenging economic environment and continues to demonstrate our focus on a more diverse fundraising approach, by developing new and innovative funding streams whilst maintaining and growing existing funding sources. It also is in line with our expectations and our strategic plan and demonstrates the material turn in momentum to secure our financial future and expand in due course.

## **3) To attract, grow and develop people with the knowledge, skills and experience necessary to deliver all aspects of the charity's work.**

Over the past year we have continued to invest in our team, employing a new member to the therapy team, training her to become a therapist has meant an increase in the number of children and families we can help. Alongside this we have ensured that all of our current therapist remain up to date with core training to ensure

that we can continue to deliver the best possible therapy for our children, young people and families.

**4) To collaborate with like-minded organisations in order to achieve mutual benefit, broaden our reach, attract a new audience and raise our profile.**

**bibic** continues with its very rigorous and thorough training programme for therapists. In addition to in-house training therapists are encouraged to attend appropriate external training courses and to update their skills regularly.

In addition, **bibic** continues to provide widely attended seminars and workshops for both parents and professionals on topics such as sensory processing, sleep and the understanding and management challenging behaviour.

bibic delivered 7 training events to 120 parents and professionals on the subjects of both Sensory Processing and Challenging Behaviour. We collect feedback at all of our events and the following was achieved.

- 97% said they felt better able to understand children who are struggling
- 97% said they could support children more positively
- 93% said they were able to do their job better
- 75% said things they learnt during the course reduced the stress and pressure they felt in their daily work.
- 73% said they felt able to make better referrals to specialist services

**5) To communicate effectively with families, professionals and the wider community to promote and create awareness of *bibic* methodology and the impact of our service on children and families.**

Throughout this year we have been trialing a number of formats to be enable us to communicate the impact bibic therapy has. We have now settle on a format which compiles our outcomes data into an easy to read format which will be uploaded quarterly to our website, this demonstrate to the wider public and future families the outcomes which can be expected from our therapeutic programmes and the level of service they can expect. We have also developed a magazine which showcases bibic services and its achievements and distributed our first Changing Lives Publication which will be an annual publication. We are immensely proud of this as it contains many articles from our families who talk about their experiences at bibic and ways that people can become involved in fundraising for our work.

## Financial Review

### Reserves

The charity recorded a deficit of £89,842.

The aim of the trustees is now to maintain unrestricted reserves to be equivalent to at least four months operating expenditure which at the current estimate would be about £180,000. Should they be successful in this endeavour the goal will be to increase the target to the equivalent of six months operating expenditure. This would provide an appropriate level to guard against any future funding shortfalls and protect the continuity of the Charity's work.

The Trustees have implemented a Reserves policy as a result that splits the reserves two ways:

- 1) Working Capital, currently at £145,523, the aim of which is to target four months operating expenditure.
- 2) £250,000 long term reserve for the longer term sustainability of the charity which can be invested in investments, property or other assets as deemed appropriate by the trustees. These funds are currently held in cash, as the trustees feel it prudent in the current continued uncertainty of the economic environment and implementation of the charities strategy.

### Principal Funding Sources

The charity's principal funding sources are Trust income and voluntary donations from both local and national populace. In addition, fundraising events and trading provides about £65,000. The charity is looking to diversify the funding sources to better insulate the organisation from variations in the fundraising environment.

### Investment

The Charity's investment policy is reviewed annually. The policy requires trustees to:

- diversify their investments portfolio to reduce the risk of loss should one investment fail;
- consider the stability of all investments for the charity's needs, (i.e. long-term capital growth or income generation); and
- consider the suitability of particular investments.

The trustees acknowledge their duty of care to the Charity's beneficiaries when investing the charity's funds and also understand their duty to invest the Charity's funds in ways that are likely to produce the highest level of return consistent with minimising the charity's exposure to risk. Where possible the charity adopts an ethical stance and will avoid investments;

- that might be to the charity's financial detriment, e.g. investments that would result in a loss of financial support from donors;
- that directly impede the furtherance of the charity's objectives;
- that do not reflect the needs of the beneficiaries.

## Plans for Future Periods

Our plans for the future are clear. We aim to continue to build our national profile and presence. **bibic** is an authority on developmental difficulties, and in particular Autistic Spectrum Disorder. Previously we have run national campaigns to raise the public's understanding of certain conditions, promote disability awareness and lobby for the rights of children. We intend to resume this activity, and with it raise the profile of the organisation and its identity.

We have continued our interaction with schools delivering an increasing number of professional training days for staff teams giving them skills to help with behaviour in the classroom. We also deliver therapeutic assessments within schools and we are gradually seeing a higher level of referrals, and joint working, with schools.

Our training packages for parents and professionals, give them a working knowledge of the conditions they deal with; and educate them about strategies they can use. This is something that we can deliver anywhere, to anyone, and see this as an area we anticipate further development within.

In the coming years we intend to explore the possibility developing our training capability to further diversify income and distribute the approach taken by *bibic*. In addition, we also are looking to explore local clinics, to reduce the journey families have to make to access our service. This is a complex development, and may require premises, vehicles, local staff and remote management.

## **Structure, governance and management**

### **Structure**

*bibic* is a company incorporated under the Companies Act, limited by guarantee and not having share capital. It is governed by its Memorandum and Articles of Association.

Company Law requires the Trustees also to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the reporting period and of its financial position at the year end.

### **Governance**

*bibic* is monitored and run by an effective and clearly identifiable Trustee body made up from a wide variety of backgrounds each of whom bring their own area of skill and expertise. The last year has seen a significant strengthening of these skills as we have welcomed new board members who in turn have added a significant balance of skills between those caring professions and those with a business or legal background. All wholly convinced by the value of *bibic's* work and committed to see it continue.

The board fully understands its responsibilities and strives to act in the best interest of *bibic*, our beneficiaries and numerous supporters. This remains a challenging period for any charity funded mainly by voluntary donations and the contribution of each individual board member has been greatly appreciated.

*bibic* uses its website to advertises for Trustees when vacancies arise. Those who apply are invited to visit the charity and meet with the existing board. They attend a meeting and if willing to become a trustee they are invited to join the board subject to a skills audit and satisfactory references. New trustees are encouraged to 'follow-a-family' during an assessment to understand and appreciate the work we do, as indeed are all new staff and volunteers.

The last two years have seen a significant strengthening of these skills as we have welcomed new board members who in turn have added a significant balance of skills between those caring professions and those with a business or legal background. We are delighted to welcome Emily Brett to the board of Trustees, who provides a wealth of business experience.

## **Management**

The Trustee Board agrees on *bibic's* vision and entrusts the implementation of its strategy to the Senior Management Team.

The Senior Management team during the year consisted of Jon Shoesmith, as Interim Chief Executive Officer. Jon resigned on the 31st May 2016 to pursue other opportunities outside of the organisation. On the 25<sup>th</sup> July 2016 we welcomed Lynda Williams as CEO who will be reviewing our strategic plan and direction to ensure *bibic* can continue to meet the current and future demands of our service.

Executive responsibilities included, but were not limited to:

Jon Shoesmith – Interim Chief Executive Officer, Therapy & Outreach Services Manager, External Relations, HR Management, Business development Clinical Lead and Therapy Lead.

## **Pay policy for senior staff**

The remuneration of the senior staff is reviewed annually and normally increased in accordance with average earnings it is linked to a regular and objective system of performance appraisal. In view of the nature of the charity, the directors benchmark against pay levels in other charities of a similar size and are developing the the proportionality principle, relative to the organisations values and ethos.

## ***bibic* Relationships**

*bibic* are members of a number of self-regulatory and support organisations. These include, The Institute of Fundraising (IOF) The Children and Young People's Partnership in Somerset (CHYPPS) and VOSCUR.

*bibic* also has strong links with other similar organisations to aid the full range of support to our beneficiaries. We work with professionals across a wide range of public, private and voluntary organisations and are happy to signpost and cross refer families should the situation require specialist skills or support functions *bibic* is not normally tasked with.

## **Risk Management**

The Trustees, in conjunction with the Executive team, regularly seek to identify a wide range of risks any of which could affect financial, strategic, statutory and operational issues and to plan suitable responses and prevention. The Board and management maintain a risk register which is regularly reviewed and updated and is available for inspection at any time. We have also introduced a reserves policy.

## **Responsibilities of Trustees**

The Trustees, who are also Directors of *bibic* Limited for the purposes of company law, are responsible for preparing the Trustees' Report 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 these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make reasonable and prudent estimates and judgments'
- Observe the methods & principles in the Charities SORP
- State whether applicable UK Accounting Standards have been followed, subject to any material departure disclosed and explained in the financial statements
- 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 maintaining proper financial accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to comply with the Companies Act 2006. The trustees are also responsible for safeguarding the Charity's assets 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 the auditors are aware of that information.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the trustees on 16 December 2016 and signed on their behalf by

A handwritten signature in black ink, appearing to read 'B. Scruton', written in a cursive style.

**Barbara Scruton,  
Chair of Trustees**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BIBIC LIMITED**

I report on the accounts of the company for the year ended 31 March 2016 which are set out on pages 15 to 26.

### **Respective responsibilities of Trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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
- state whether particular matters have come to my attention.

### **Basis of 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 next statement.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006 and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met or

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



James Gare  
Institute of Chartered Accountants in England and Wales  
Monahans, Chartered Accountants  
Fortescue House, Court Street, Trowbridge  
Wiltshire, BA14 8FA  
Date 18 December 2016

# **bibic Limited**

## **Statement of Financial Activities**

**(incorporating an Income and Expenditure Account)**

**for the year ended 31st March 2016**

	<b>Notes</b>	<b>Unrestricted Funds 31.03.16 £</b>	<b>Restricted Funds 31.03.16 £</b>	<b>Total Funds 31.03.16 £</b>	<b>Total Funds 31.03.15 £</b>
<b>Income and endowments from:</b>					
Donations and legacies	2	253,731	10,000	263,731	210,160
Other trading activities	2	112,737	-	112,737	9,159
Investments	3	-	-	-	78
Charitable activities	2	47,526	-	47,526	69,683
Other		-	-	-	3,500
<b>Total income and endowments</b>		<b>413,994</b>	<b>10,000</b>	<b>423,994</b>	<b>292,580</b>
<b>Expenditure on:</b>					
Raising funds	4	219,635	1,400	221,035	218,256
Charitable Activities	4	291,271	1,530	292,801	346,920
<b>Total expenditure</b>		<b>510,906</b>	<b>2,930</b>	<b>513,836</b>	<b>565,176</b>
<b>Net movement in funds before transfer</b>	13,14	<b>(96,912)</b>	<b>7,070</b>	<b>(89,842)</b>	<b>(272,596)</b>
<b>Transfer between funds</b>	14	11,237	(11,237)	-	-
<b>Net movement in funds after transfer</b>		<b>(85,675)</b>	<b>(4,167)</b>	<b>(89,842)</b>	<b>(272,596)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	13,14	481,198	20,332	501,530	774,126
<b>Total funds carried forward</b>		<b>395,523</b>	<b>16,165</b>	<b>411,688</b>	<b>501,530</b>

All incoming resources and resources expended derive from continuing operations.

The Statement of Financial Activities includes all gains and losses recognised in the year.

**bibic Limited****Balance Sheet for the year ended 31st March 2016**

	Notes	2016	2015
		£	£
<b>Fixed Assets</b>			
Tangible Assets	9	<u>37,436</u>	<u>48,169</u>
		<b>37,436</b>	<b>48,169</b>
<b>Current Assets</b>			
Debtors	10	63,610	36,468
Cash at Bank and in Hand		<u>368,679</u>	<u>478,104</u>
		<b>432,289</b>	<b>514,572</b>
Creditors: amounts falling due within one year	11	<u>(58,037)</u>	<u>(61,211)</u>
<b>Net Current Assets</b>		<u><b>374,252</b></u>	<u><b>453,361</b></u>
<b>Total Net Assets</b>		<u><b>411,688</b></u>	<u><b>501,530</b></u>
<b>Charity Funds</b>			
Unrestricted Funds;			
General Funds	13	145,523	231,198
Designated Funds	13	<u>250,000</u>	<u>250,000</u>
		<b>395,523</b>	<b>481,198</b>
Restricted Funds	14	<u>16,165</u>	<u>20,332</u>
<b>Total Charity Funds</b>		<u><b>411,688</b></u>	<u><b>501,530</b></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

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 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 16 December 2016 and were signed on their behalf by:



Barbara Scruton

## **bibic Limited - Notes to the Accounts**

### **1 Accounting policies**

#### **General information and basis of preparation**

Bibic Limited is a charitable company limited by guarantee incorporated in the United Kingdom. The address of the registered office is given in the charity information on page 2 of accounts. The nature of the charity's operations and its principal activities are set out in the Trustees report on pages 3-8.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to 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, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland, the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015. The charity has elected to adopt early update Bulletin 1 to the Charities SORP (FRS 102) (effective 1 January 2016). As the charity does not qualify as a large charity no Statement of Cash Flows has been prepared.

The financial statements have been prepared on a going concern basis under the historical cost convention unless otherwise stated in the relevant accounting policy. The financial statements are prepared in sterling which is the functional currency of the charity and are rounded to the nearest £1.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

#### **First time adoption of the Charities SORP (FRS 102)**

The charity has adopted the SORP (FRS 102) for the first time in the year ended 31 March 2016. The date of transition is 1 April 2014.

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP (FRS 102) a restatement of comparative items was needed. No restatements were deemed necessary.

#### **Income recognition**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations and grants receivable are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred. Donations received for the general purpose of the charity are credited to unrestricted funds. Donations subject to specific wishes of the donors are credited to restricted funds.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure. No amount is included in the financial statements for volunteer time in line with the Charities SORP (FRS 102).

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Fees charged to the families of children on the programme are included when invoiced to the family and the charity has entitlement to the funds. If entitlement is not met, any amounts received in advance are treated as deferred income

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when

entitlement has occurred.

## **1 Accounting Policies (cont'd)**

### **Resources Expended**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Expenditure includes any irrecoverable VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

### **Tangible Fixed Assets**

Freehold property is included at valuation. Tangible fixed assets costing more than £500 are capitalised and included at cost.

Depreciation is calculated to write off the cost, less estimated residual values, of tangible fixed assets over their estimated useful lives to the charity. Where a reducing balance has been previously adopted, the net book value was taken as the initial value to be depreciated on straight line basis. The annual depreciation rates and methods are as follows:

Fixtures, Equipment and Play Area	10% straight line
Computer equipment and Licences	33 1/3% straight line
Motor vehicles	25% straight line

### **Debtors**

Trade and other debtors are recognised at the settlement amount due and prepayments are valued at the amount prepaid.

### **Cash at bank and in hand**

Cash at bank and in hand comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

### **Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount.

### **Leases**

Rentals paid under operating leases are charged to the Statement of Financial Activities as incurred over the terms of the lease.

### **Financial Instruments**

The charity has only financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

### **Pensions**

The charity operates a contributory group personal pension scheme for the benefit of the staff. The scheme funds are administered by Trustees and are independent of the charity's finances. Benefits under the scheme are dependent on contributions paid and the charity is not committed to the provision of a pension related to final salary. The charity's contributions are charged against income in the year in which they are made.

### **Taxation**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

## 1 Accounting Policies (cont'd)

### Fund accounting

Funds held by the charity are either:

- Unrestricted general funds; - these can be used in accordance with the charitable objects at the discretion of the trustees, and include the revaluation reserve arising on the revaluation of the freehold property.
- Designated funds; - these are unrestricted funds set aside by the trustees to be used for specific purposes.
- Restricted funds; - these can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by donors or by the purpose of the appeal.

### Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

## 2 Income

	Unrestricted Funds 31.03.16	Restricted Funds 31.03.16	Total Funds 31.03.16	Total Funds 31.03.15
	£	£	£	£
<b>Donations and legacies</b>				
Trusts & Companies	94,464	10,000	104,464	81,493
Donations & Appeals	111,921	-	111,921	118,615
Legacies	37,237	-	37,237	5,428
Tax Recoverable	10,109	-	10,109	4,624
	<b>253,731</b>	<b>10,000</b>	<b>263,731</b>	<b>210,160</b>
<b>Income from charitable activities</b>				
Child Assessments & Re-Assessments	47,526	-	47,526	69,683
	<b>47,526</b>	<b>-</b>	<b>47,526</b>	<b>69,683</b>
<b>Other trading activities</b>				
Cards & Merchandise	257	-	257	-
Bags for Life	-	-	-	1,134
Bartercard Income	10,828	-	10,828	220
Commission Received	-	-	-	54
Weather Lottery	-	-	-	3,160
Events	101,652	-	101,652	4,591
	<b>112,737</b>	<b>-</b>	<b>112,737</b>	<b>9,159</b>

## 3 Income from Investments

	31.03.16	31.03.15
	£	£
Interest from Cash Investments in the UK	-	73
Interest from Gift Aid & Covenants	-	5
	<b>-</b>	<b>78</b>

#### 4 Expenditure

	Unrestricted Funds 31.03.16 £	Restricted Funds 31.03.16 £	Total Funds 31.03.16 £	Total Funds 31.03.15 £
<b>Raising funds</b>				
Fundraising staff costs	82,978	-	82,978	81,617
Direct fundraising costs	39,164	-	39,164	47,831
Fundraising trading costs – see below	44,358	1,400	45,758	14,108
Support costs - see below	53,135	-	53,135	74,700
	<b>219,635</b>	<b>1,400</b>	<b>221,035</b>	<b>218,256</b>
<b>Charitable Activities</b>				
<b>Direct costs</b>				
Child Assessments & Re-Assessments	161,164	1,530	162,694	163,053
Governance costs	7,146	-	7,146	11,000
	168,310	1,530	169,840	174,053
Support – see below	122,961	-	122,961	172,867
<b>Total</b>	<b>291,271</b>	<b>1,530</b>	<b>292,801</b>	<b>346,920</b>

#### Support Cost Allocation

	<u>Directorate</u>	<u>Finance</u>	<u>Property Management</u>	<u>Office Management</u>	<u>IT</u>	<b>2016 £</b>
<b>Support Costs</b>						
Child Assessments	7,059	10,459	28,818	26,675	14,910	87,921
Fundraising	4,267	6,321	17,416	16,121	9,010	53,135
Governance	2,812	4,169	11,486	10,631	5,942	35,040
	14,138	20,949	57,720	53,427	29,862	176,096

Basis for Support Cost Allocation:-

Central Support Costs are allocated as follows:

Directorate, estimated time spent on operational activities allocated according to number of staff per activity

Finance, allocated according to number of office based staff per activity

Property Management, allocated according to number of staff per activity.

Office Management, allocated according to number of staff per activity

IT, allocated according to number of office based staff per activity

<b>Fundraising Trading</b>	<b>31.03.16</b>	<b>31.03.15</b>
	£	£
Bartercard Charges	9,383	432
Weather Lottery Costs	-	405
Event Costs	36,375	13,271
	<u>45,758</u>	<u>14,108</u>
<b>4 Expenditure (cont'd)</b>	<b>31.03.16</b>	<b>31.03.15</b>
	£	£
<b>Governance costs</b>		
Administrative costs	2,047	3,560
Statutory costs	186	127
Trustees expenses	411	439
Meeting Room Hire & Refreshment costs	745	176
Independent examination and accountancy fees	3,757	6,698
Support costs	35,040	49,262
	<u>42,186</u>	<u>60,262</u>
<b>5 Net Income for the year</b>	<b>2016</b>	<b>2015</b>
	£	£
This is stated after charging:-		
Depreciation of owned fixed assets	11,200	11,430
Surplus on disposal of owned fixed assets	-	3,500
Independent examiner's remuneration	3,500	3,240
Independent examiner's remuneration – other services	1,089	-
Independent examiner's remuneration – prior year over accrual	(1,733)	-
Auditors' remuneration – prior year	-	1,730
Trustees' expenses	279	329
Pension costs	8,319	11,684

Funds belonging to the Charity have been used for the purchase of insurance to protect the Charity from loss arising from the neglect or defaults of its employees or agents, acting as such, or to indemnify the employees, acting as such, against the consequences of any neglect or default on their part. This does not cover any employees who are also trustees in their capacity as Trustees and acting as such. The sum expended on such insurance for the year to 31st March 2016 was £2,447 (2015: £2,124).

<b>6 Staff Costs and Employee Benefits</b>	<b>31.03.16</b>	<b>31.03.15</b>
	£	£
Wages And Salaries	234,650	283,729
Social Security	17,383	21,894
Pension Costs	6,239	7,426
	<u>258,272</u>	<u>313,049</u>

<b>Numbers of full time employees or full time equivalents</b>	<b>Number</b>	<b>Number</b>
Engaged on charitable activities	5.7	5.7
Engaged in Fundraising Activities	3.5	3.5
Engaged on management and administration	2.3	2.3
	<u>11.5</u>	<u>11.5</u>

No employee earned more than £60,000 per annum (2015: None).

The charity operates a defined contribution pension scheme. The scheme's funds are administered by Trustees and are independent of the charity's finances. Benefits under the scheme are dependent on contributions paid and the charity is not committed to the provision of a pension related to final salary. The charity's contributions during the year are stated above; the amount of contributions due by the charity to the scheme at the year end is £Nil (2015: £768).

#### **7 Trustees' and key management personnel remuneration and expenses**

The Trustees neither received nor waived any emoluments during the year (2015: Nil).

The key management personnel comprises of the Chief Executive Officer. The total employee benefits received by key management personnel is £40,950 (2015: £38,789). The Charity considers its key management personnel comprise the Trustees and the Chief Executive Officer.

	<b>31.03.16</b>	<b>31.03.15</b>
	£	£
<b>Trustees Expenses</b>		
Trustees are reimbursed for out of pocket expenses for travelling to meetings, telephone calls together with direct costs relating to fund raising activities. The total amounted to	411	329
	<u>411</u>	<u>329</u>
	<b>Number</b>	<b>Number</b>
Number of Trustees reimbursed for expenses	1	1
	<u>1</u>	<u>1</u>

## 8 Comparatives for the Statement of Financial Activities

	Unrestricted Funds 31.03.15 £	Restricted Funds 31.03.15 £	Total Funds 31.03.15 £
<b>Income and endowments from:</b>			
Donations and legacies	189,554	20,606	210,160
Other trading activities	9,159	-	9,159
Investments	78	-	78
Charitable activities	69,683	-	69,683
Other	3,500	-	3,500
<b>Total income and endowments</b>	<b>271,974</b>	<b>20,606</b>	<b>292,580</b>
<b>Expenditure on:</b>			
Raising funds	218,256	-	218,256
Charitable Activities	284,652	62,268	346,920
<b>Total expenditure</b>	<b>502,908</b>	<b>62,268</b>	<b>565,176</b>
<b>Net expenditure</b>	<b>(230,934)</b>	<b>(41,662)</b>	<b>(272,596)</b>
<b>Transfers between funds</b>	<b>15,701</b>	<b>(15,701)</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(215,233)</b>	<b>(57,363)</b>	<b>(272,596)</b>
<b>Reconciliation of funds:</b>			
Total Funds brought forward	696,431	77,695	774,126
<b>Total Funds carried forward</b>	<b>481,198</b>	<b>20,332</b>	<b>501,530</b>

## 9 Tangible fixed assets

	Furniture & Equipment	Assessing Equipment	Computer Network	Motor Vehicles	Total
Cost	£	£	£	£	£
At 1st April 2015	35,729	25,081	64,705	12,995	138,510
Additions for year	-	-	467	-	467
At 31st March 2016	<b>35,729</b>	<b>25,081</b>	<b>65,172</b>	<b>12,995</b>	<b>138,977</b>
<b>Depreciation</b>					
At 1st April 2015	16,470	6,683	54,193	12,995	90,341
Charge for the year	3,398	2,508	5,294	-	11,200
At 31st March 2016	<b>19,868</b>	<b>9,191</b>	<b>59,487</b>	<b>12,995</b>	<b>101,541</b>
<b>Net book value</b>					
At 31st March 2016	<b>15,861</b>	<b>15,890</b>	<b>5,685</b>	-	<b>37,436</b>
At 31st March 2015	<b>19,259</b>	<b>18,398</b>	<b>10,512</b>	-	<b>48,169</b>

<b>10 Debtors</b>	<b>31.03.16</b>	<b>31.03.15</b>
	£	£
Trade debtors	18,202	19,850
Other Debtors	30,604	4,754
Prepaid expenses and accrued income	14,804	11,864
	<b>63,610</b>	<b>36,468</b>

<b>11 Creditors: amounts falling due within one year</b>	<b>31.03.16</b>	<b>31.03.15</b>
	£	£
Trade creditors	1,240	13,036
Accrued expenses	11,855	22,997
Deferred Income	27,022	19,951
Unpaid Pension Contributions	-	768
Other Taxation and Social Security Costs	5,957	4,459
Other creditors	11,963	-
	<b>58,037</b>	<b>61,211</b>

<b>Deferred Income</b>	<b>31.03.16</b>	<b>31.03.15</b>
	£	£
Balance deferred as at 1 <sup>st</sup> April 2015	19,951	20,252
Amounts released to income	(30,140)	(2,442)
Amounts deferred in year	37,211	2,141
Balance deferred as at 31 <sup>st</sup> March 2016	<b>27,022</b>	<b>19,951</b>

Deferred income comprises amounts received from service users in advance of the period in which the services are to be provided and fundraising income received in advance of the event taking place.

## 12 Operating Leases

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2016 £	2016 £	2015 £	2015 £
	Office Equipment	Land & Buildings	Office Equipment	Land & Buildings
Not later than one year	16,739	41,065	16,739	43,730
Later than one and not later than five years	9,726	75,286	26,465	123,901
	<b>26,465</b>	<b>116,351</b>	<b>43,204</b>	<b>167,631</b>

## 13 Movement in unrestricted funds

	Balance at 01.04.15 £	Income £	Expenditure £	Transfer £	Balance at 31.03.16 £
<u>Designated funds</u>					
Long term reserve	250,000	-	-	-	250,000
	<b>250,000</b>	<b>-</b>		<b>-</b>	<b>250,000</b>
General funds	231,198	413,994	(510,906)	11,237	145,523
<b>Total movement in unrestricted funds</b>	<b>481,198</b>	<b>413,994</b>	<b>(510,906)</b>	<b>11,237</b>	<b>395,523</b>

### Designated fund descriptions

**Long term reserve.** These are funds set aside by the trustees for the longer term sustainability of the charity, which can be invested in investments, property or other assets as deemed appropriate by the trustees.

#### 14 Movement in restricted funds

	Balance at 01.04.15	Income	Expenditure	Transfer	Balance at 31.03.16
	£	£	£	£	£
Mazaars	-	8,000	(1,400)	-	6,600
Mobile Clinics-Bristol & London	18,332	-	-	(11,237)	7,095
Therapy Equipment	2,000	-	(1,530)	-	470
Scottish families	-	2,000	-	-	2,000
<b>Total movement in restricted funds</b>	<b>20,332</b>	<b>10,000</b>	<b>(2,930)</b>	<b>(11,237)</b>	<b>16,165</b>

### Fund descriptions

**Mazaars** Funds provided towards training in awareness of developmental issues in young children.

**Mobile Clinics** Funds from Trusts and Corporate donors to provide a mobile clinic by our therapists in a specified area.

**Therapy Equipment** A small fund of contributions to allow for the purchase of therapy equipment.

**Scottish Families** A small fund of contributions to allow for the purchase of therapy equipment.

#### 15 Analysis of net assets between funds

	Unrestricted Funds	Designated Funds	Restricted Funds	2016 Total	2015 Total
	£	£	£	£	£
Tangible Fixed Assets	37,436	-	-	37,436	48,169
Net current assets / liabilities	108,087	250,000	16,165	374,252	453,361
	<b>145,523</b>	<b>250,000</b>	<b>16,165</b>	<b>411,688</b>	<b>501,530</b>

#### 16 Related Party Transactions

There were no related party transactions for the year ended 31 March 2016.

#### 17 Company Limited by Guarantee

The Company is limited by guarantee and has no authorised or issued share capital. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

#### 18 Ultimate Controlling Party

As a Company limited by guarantee the company is not under the control of any one individual. All decisions are taken by the Board of Directors who are the members of the Company.