

HEREFORD AND WORCESTER DYSLEXIA ASSOCIATION

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2018

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ASSOCIATION INFORMATION

Registered Address:

12 Leadbetter Drive
Bromsgrove
Worcs
B61 7JG

Registered Charity Number:

504856

Trustees:

Mrs A Hubbard (Honorary President)
Mrs V Crivelli (Honorary Vice-President)
Mrs C Pike (Chairman)
Mr G Adey (Treasurer)
Mrs L Tellam
Mrs K O'Donoghue

Independent Examiner:

S E M Bishop FCA
BDWM
Chartered Accountants
Hallow Park Offices
Hallow
Worcester
WR2 6PG

Bankers:

Santander UK plc
2 Triton Square
Regent's Place
London
NW1 3AN

HEREFORD AND WORCESTER DYSLEXIA ASSOCIATION

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2018

The Trustees present their report and the financial statements of the charity for the year ended 31 August 2018. 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 (as amended by Update Bulletin 1 published on 2 February 2016).

REFERENCE AND ADMINISTRATION DETAILS

The Hereford and Worcester Dyslexia Association (also known as HWDA), 12 Leadbetter Drive, Bromsgrove, Worcestershire, B61 7JG, is registered with the Charity Commissioners (number 504856).

The trustees of the Association are as follows:

Honorary President	-	Mrs A Hubbard
Honorary Vice-President	-	Mrs V Crivelli
Chair	-	Mrs C Pike
Treasurer	-	Mr G Adey
	-	Mrs L Tellam
	-	Mrs K O'Donoghue

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Hereford and Worcester Dyslexia Association is constituted as an Association, and is governed by a constitution dated 12 November 2003.

The Trustees are selected from membership at the Annual General Meeting of the Association.

The day-to-day running of the Association is overseen by a management committee that includes the trustees listed above and the membership and financial secretary. The membership and financial secretary administers the members of the Association as well as assisting the Treasurer with the accounting function.

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The object of the Association is to advance the education of persons in the Hereford and Worcester area with Dyslexia. The trustees confirm that in planning the activities for the year, they kept in mind the Charity Commission's guidance on public benefit at their trustee meetings.

The Association runs teaching workshops in Worcester, Hereford, and Bromsgrove for children with Dyslexia. Each of these workshops is overseen by a workshop administrator. In addition, it offers its members information on all aspects of Dyslexia and advice on assessment and teaching. The HWDA also runs a Parents Support Group which offers drop-in sessions to offer support to parents and deliver presentations on relevant topics. The HWDA is affiliated to the British Dyslexia Association.

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2018 (continued)

ACHIEVEMENTS AND PERFORMANCE

The Association has incurred net outgoing resources of £642 in the financial year.

The Association ran 32 weekly term-time workshop sessions of 2 to 3 hours each, reaching 96 families. The Parents Support Group offered regular drop-in sessions and presentations by guest speakers during the year.

RISK REVIEW

A risk review has been carried out during the year. No extraordinary risks were identified and further risk reviews will be completed annually.

FINANCIAL REVIEW

The management committee has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be 3 months of the resources expended, which equates to £12,272 in general funds. At this level, the management committee feels that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed.

The total reserves at 31 August 2018 were £80,586. The balance held as unrestricted funds at 31 August 2018 was £46,778, of which £44,000 are regarded as free reserves, after allowing for funds tied up in tangible fixed assets.

Approved by the Trustees on 4 February 2019 and signed on their behalf by

Geoffrey Adey, Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEREFORD AND WORCESTER DYSLEXIA ASSOCIATION

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2018 which are set out on pages 6 to 14.

Responsibilities and basis of report

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 charity's accounts carried out under section 145 of the 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.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

27 February 2019

Sally Bishop FCA
BDWM
Chartered Accountants
Hallow Park Offices
Hallow
Worcester
WR2 6PG

HEREFORD AND WORCESTER DYSLEXIA ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2018

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£	£
INCOME AND EXPENDITURE					
Income and endowments (Note 2)					
Donations and legacies	4,294	3,500	-	7,794	4,106
Charitable activities	42,639	-	-	42,639	47,964
Other trading activities	-	-	-	-	-
Investments	-	-	-	-	16
Total	<u>46,933</u>	<u>3,500</u>	<u>-</u>	<u>50,433</u>	<u>52,086</u>
Expenditure (Notes 3 –6)					
Charitable activities	48,626	2,449	-	51,075	52,151
Total	<u>48,626</u>	<u>2,449</u>	<u>-</u>	<u>51,075</u>	<u>52,151</u>
Net income/(expenditure)	(1,693)	1,051	-	(642)	(65)
Transfers between funds	-	-	-	-	-
Net movement in funds	(1,693)	1,051	-	(642)	(65)
Total funds brought forward	<u>48,471</u>	<u>12,757</u>	<u>20,000</u>	<u>81,228</u>	<u>81,293</u>
Total funds carried forward	<u>46,778</u>	<u>13,808</u>	<u>20,000</u>	<u>80,586</u>	<u>81,228</u>

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

HEREFORD AND WORCESTER DYSLEXIA ASSOCIATION

BALANCE SHEET AT 31 AUGUST 2018

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
Fixed Assets					
Tangible assets (Note 7)	<u>2,778</u>	<u>1,846</u>	<u>-</u>	<u>4,624</u>	<u>1,111</u>
Current Assets					
Debtors (Note 8)	1,268	-	-	1,268	1,014
Investments (Note 9)	1,935	10,769	20,000	32,704	32,704
Cash at bank and in hand	<u>43,108</u>	<u>1,193</u>	<u>-</u>	<u>44,301</u>	<u>49,328</u>
<i>Total current assets</i>	<u>46,311</u>	<u>11,962</u>	<u>20,000</u>	<u>78,273</u>	<u>83,046</u>
Creditors: amounts falling due within one year (Note 10)	2,311	-	-	2,311	2,929
Net Current Assets	<u>44,000</u>	<u>11,962</u>	<u>20,000</u>	<u>75,962</u>	<u>80,117</u>
Total net assets	<u>46,778</u>	<u>13,808</u>	<u>20,000</u>	<u>80,586</u>	<u>81,228</u>
Funds of the Charity					
Unrestricted funds	46,778	-	-	46,778	48,471
Restricted income funds (Note 11)	-	13,808	-	13,808	12,757
Endowment funds (Note 11)	-	-	20,000	20,000	20,000
Total funds	<u>46,778</u>	<u>13,808</u>	<u>20,000</u>	<u>80,586</u>	<u>81,228</u>

The financial statements were approved and authorised for issue by the Trustees on 4 February 2019

Signed on behalf of the board of trustees

Chair: _____ Carolyn Pike

Treasurer: _____ Geoffrey Adey

The notes on pages 8 to 14 form part of these financial statements.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2018

1 Summary of significant accounting policies

(a) General information and basis of preparation

Hereford and Worcester Dyslexia Association is constituted as an Association in England. The address of the registered office is given in the charity information on page 5 of these financial statements. The nature of the charity's operations and principal activities are set out in the Trustees' Report.

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 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

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.

(b) Funds

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2018 (Continued)

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

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.

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.

Investment income is earned on cash held on deposit. Interest is accounted for when received, as is any tax recoverable on such income.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Costs of raising funds comprise those costs directly attributable to fund raising events.

Indirect support costs which include office and administration costs are allocated on the basis of a proportion of direct costs.

(e) Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Office equipment	20% straight line
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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2018 (Continued)

(f) Current asset investments

Current asset investments are short term highly liquid investments and are held at fair value. These include cash on deposit and cash equivalents with a maturity of less than one year.

(g) 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. ANALYSIS OF INCOME AND ENDOWMENTS

	Total Funds 2018 £	Total Funds 2017 £
Donations and legacies		
Donations received - general	4,011	233
Membership subscriptions	3,783	3,873
	<u>7,794</u>	<u>4,106</u>
Other trading activities		
Fundraising income	-	-
Tea/coffee sales income	-	-
	<u>-</u>	<u>-</u>
Investments		
Bank interest received	-	16
	<u>-</u>	<u>16</u>
Charitable activities		
Workshop fees	42,639	47,964
Other income	-	-
	<u>42,639</u>	<u>47,964</u>

In 2018, £3,500 (2017 - £0) of the above income was attributable to restricted funds and £46,933 (2017 - £52,086) of the above income was attributable to unrestricted funds.

HEREFORD AND WORCESTER DYSLEXIA ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2018 (Continued)

3. ANALYSIS OF EXPENDITURE

	Total 2018 £	Total 2017 £
Charitable Activities		
Grants and bursaries payable	1,988	2,658
Workshop costs	43,110	45,478
Support costs	5,371	3,137
Governance costs	606	878
	<u>51,075</u>	<u>52,151</u>

In 2018, £2,449 (2017 - £2,658) of the above costs were attributable to restricted funds and £48,626 (2017 - £49,493) of the above costs were attributable to unrestricted funds.

4. DETAILS OF CERTAIN ITEMS OF EXPENDITURE

4.1 Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examination fee of £588 (2017: £588).

4.2 Trustees' and key management personnel remuneration and expenses

The charity considers its key management personnel are the trustees.

The trustees neither received nor waived any remuneration during the year (2017: £Nil).

The trustees did not have any expenses reimbursed during the year (2017: £Nil).

5. PAID EMPLOYEES

	2018 £	2017 £
5.1 Staff Costs		
Gross wages, salaries and benefits in kind	39,892	42,111
Employer's national insurance costs	-	-
Pension costs	-	-
Total staff costs	<u>39,892</u>	<u>42,111</u>

No employees received total employee benefits (excluding employer pension costs) of more than £60,000

5.2 Average number of employees in the year

	This year Number	Last Year Number
The parts of the charity in which the employees work:		
Charitable Activities	23	23
Total	<u>23</u>	<u>23</u>

HEREFORD AND WORCESTER DYSLEXIA ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2018 (Continued)

6. GRANTMAKING

Total value of grants

Purpose for which grant made:	Grants to institutions £	Grants to individuals £
Bursaries for Workshop fees	-	1,988
Total	-	1,988

7. TANGIBLE FIXED ASSETS

	Office Equipment £
Cost	
At 1 September 2017	3,932
Additions	4,759
At 31 August 2018	<u>8,691</u>
Accumulated Depreciation	
At 1 September 2017	2,821
Charge for year	1,246
At 31 August 2018	<u>4,067</u>
Net book values	
At 31 August 2017	<u>1,111</u>
At 31 August 2018	<u>4,624</u>

8. DEBTORS AND PREPAYMENTS: Amounts falling due within one year

	2018 £	2017 £
Fees receivable	601	347
Prepayments and accrued interest	667	667
	<u>1,268</u>	<u>1,014</u>

9. CURRENT ASSET INVESTMENTS

Current asset investments consist of funds held on deposit with the Co-operative Bank.

10. LIABILITIES: Amounts falling due within one year

	2018 £	2017 £
Accruals and deferred income	2,311	2,929
Other creditors	-	-
	<u>2,311</u>	<u>2,929</u>

HEREFORD AND WORCESTER DYSLEXIA ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2018 (Continued)

11. ENDOWMENT AND RESTRICTED INCOME FUNDS

11.1 Funds Held

Fund name	Fund Type	Purpose and restrictions
Bursary Fund	Restricted income fund (R) Expendable endowment fund (EE)	Provision of bursaries (See Note 13)
Cadbury Training Fund	Restricted income fund (R)	Provision of training
Adult Support Group Fund	Restricted income fund (R)	Provision of adult support
IT Fund	Restricted income fund (R)	Provision of IT equipment

11.2 Movement in Major Funds – current period

Fund name	Balance at 1.9.17 £	Incoming resources £	Outgoing resources £	Transfers between funds £	Balance at 31.8.18 £
Bursary fund	31,998	-	(1,988)	-	30,010
Cadbury training fund	45	-	-	-	45
Adult support group fund	714	-	-	-	714
IT fund	-	3,500	(461)	-	3,039
	<u>32,757</u>	<u>3,500</u>	<u>(2,449)</u>	<u>-</u>	<u>33,808</u>

11.3 Movement in Major Funds – previous period

Fund name	Balance at 1.9.16 £	Incoming resources £	Outgoing resources £	Transfers between funds £	Balance at 31.8.17 £
Bursary fund	34,656	-	(2,658)	-	31,998
Cadbury training fund	45	-	-	-	45
Adult support group fund	714	-	-	-	714
	<u>35,415</u>	<u>-</u>	<u>(2,658)</u>	<u>-</u>	<u>32,757</u>

12. TRANSACTIONS WITH RELATED PARTIES

Remuneration and benefits

Name of Trustee or Connected Party		Amounts paid	
		This year £	Last year £
Mrs L Adey, wife of Mr G Adey, trustee	Tutor's salary	-	1,817

There were no loans or other transactions with related parties.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2018 (Continued)

13. ADDITIONAL DISCLOSURES

Included in the Bursary Fund balance at 31 August 2018 is an unexpended endowment of £20,000 (2017 - £20,000) received from the Rowlands Trust in May 1998. The interest from this capital receipt is to be used for the purposes of the Bursary Fund, with the proviso that if that purpose should cease to be applicable, then the money can be applied for the Association's general charitable purposes.