

# **THE STUDIO ADHD CENTRE**

**REGISTERED CHARITY NUMBER: 1151771**

**REGISTERED COMPANY NUMBER LIMITED BY GUARANTEE : 8381291**

**REPORT OF THE TRUSTEES AND**

**UNAUDITED FINANCIAL STATEMENTS FOR THE PERIOD**

**1 APRIL 2014 TO 31 MARCH 2015**

**Prepared by Ellis Atkins Chartered Accountants. 1 Paper Mews. 330 High Street. Dorking. Surrey. RH4 2TU**

**Nancy Williams( CEO and Trustee) Jane Chilvers (Trustee) Barbara Follows( Trustee) Sarah Allott (Charity Administrator)**

# **THE STUDIO ADHD CENTRE**

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**THE STUDIO ADHD CENTRE**  
**(A Charity & Company Ltd by Guarantee)**  
**Trustees Report and Financial Statement**  
**April 2014 –March 2015**

**Registered Office:** 184 The Street, Capel, Nr Dorking. Surrey, RH5 5EN  
Tel: 01306 712300

**Auditors:** Ellis Atkins Chartered Accountants, 1 Paper Mews. 330 High Street, Dorking, Surrey, RH4 2TU

**Bankers:** CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

**Main Account** The Studio ADHD Centre

**Registrations:**

Company Ltd by Guarantee	8381291	30/01/13
Charity Registration no.	1151771	25/04/13
Charity Registration no.	1089906 (prior to)	24/04/13

**Trustees:**

Jane Chilvers	Appointed	30.01.09
Angela Whittingham	Resigned	23.10.13
Angela Kelly	Resigned	21.01.14
Helen Ferguson	Resigned	27.01.14
Barbara Follows	Appointed	17.12.13
Edward Hall	Appointed	04.12.14
Luci Izatt	Appointed	04.12.14

**Chief Executive:** Nancy Williams Director & Senior Therapist

**Charity Administrator:** Sarah Allott

**Volunteers:** A small team of eight experienced volunteers supported our activities, events, fundraising and website.

**Affiliated to:**

- Surrey Community Action
- Surrey Youth Focus
- Woking Association of Voluntary Services WAVS
- National Council for Voluntary Organisations NCVO
- Social Emotional & Behavioural Association SEBDA

**This Trustees Report and Financial Statement has been produced up to the end of the financial year March 2015 when the Charity ceased operating.**

**Companies House:** Removed from Register May 2016

**Charity Commission:** Removed from Register July 2016

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>st</sup> March 2015**

It is with profound regret that this Annual Report announces the closure of the Charity at the end of March 2015. A brief history follows.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

In 2012 it was unanimously agreed that The Studio ADHD Centre would adopt a dual status, remaining as a Charity but becoming a Company Limited by Guarantee. This would reduce the personal risk to Trustees and was intended to attract additional Trustees with strategic, business and financial experience, to support the Charity's future development and sustainability, bringing us in line with the Government's intention that voluntary organisations take on a greater role in the delivery of services in Youth Work, SEN Education and Child & Family Mental Health.

The Studio ADHD Centre was incorporated at Companies House on the 30<sup>th</sup> January 2013, company number 8381291. Following this formality, The Studio was then re-registered with the Charity Commission on the 25<sup>th</sup> April 2013, number 1151771. Details of the original charity registration number 1089906 remain on the Charity Commission website to show compliance standards.

It was agreed by the Trustees during the process of change, and minuted on 6<sup>th</sup> March 2013 that Nancy Williams would continue to draw her existing salary as CEO and Senior Therapist, and become a Director/Trustee on the new Management Board.

### **Memorandum and Articles of Association**

The original governing Charitable Constitution was replaced by the Articles of Memorandum that stated that our charitable objectives were:

“To support and assist children and young persons up to the age of 25 who have been diagnosed with Attention Deficit Disorder, Hyperactivity Disorder, or other learning disabilities, in particular by providing therapeutic treatment for sufferers and by supporting those who care for them, and seeking to educate other healthcare, educational and welfare professionals, in order to improve the standards of care and treatment available to those with such conditions.”

### **Management**

Five meetings of the Trustees Board were held between April 2014 and March 2015 including recruiting Barbara Follows who was a Trustee in 2009 and later became our Educational Advisor, to return to the Board. She brought a great deal of advocacy experience in the field of Special Needs Education to our beneficiaries. During this period both Angela Kelly and Helen Ferguson stepped down due to other work and family commitments.

We continued to seek additional Board members who shared our charitable ethos and values, and had the experience and understanding of the complex issues that relate to supporting and managing the condition of ADHD, Aspergers and similar difficulties that our beneficiaries experience.

### **Risk Management and Internal Controls**

The Trustees Board managed its third party responsibilities and maintained insurance cover at a level of £5m per annum and Employee Liability at £10m per annum.

All staff and volunteers with leadership roles and responsibility for young people were subject to criminal record disclosures and adhered to all policies and procedures determined by the Board of Trustees.

Monthly payroll services were outsourced to the Woking Association of Voluntary Services. The Charity did not operate a pension scheme to but Trustees were aware of the forthcoming legislation and additional financial costs this would incur.

In January 2014 despite considering the uncertainties facing the Charity, the CEO and Board of Trustees were hopeful that The Studio ADHD Centre would remain a going concern. This included reviewing current financial stability and income streams that could generate other income through training and workshops, and identifying new means of covering staff salaries and overheads, that were not purely dependent on grants. In April 2014 we were joined by two new volunteers Edward Hall and Luzi Izatt, both having experience in law, finance and education reform, who were going through the Trustees Induction process to stand for election to the Board at the next AGM.

### **Beneficiaries Needs – Children and Families**

As a result of the economic downturn, statutory provision for child and adolescent mental health, social, and special needs educational services decreased significantly during 2014. The local CAMHS clinic closed without warning, despite having a lengthy waiting list. This meant the Studio ADHD Centre as a charity, saw a sharp increase in referrals in addition to our existing clients.

In 2014 we supported 49 new referrals between the ages of 7 and 18, with an increase in primary and junior school children, who were unable to access support from statutory services. The more complex referrals, often at crisis level, required assessments, correspondence with medical consultants, education and welfare officers and increased our administration levels. We provided guidance not only for clinical treatment but also special needs education, as the new EHCP reforms were putting additional pressure on teaching staff and parents of our beneficiaries.

### **Maintaining the Delivery of Projects**

2014 saw further cuts to grants, particularly Local Authority reductions in youth provision that had historically supported our varied Activity Programme. We explored numerous alternative means of funding the continuation of this valued part of our therapeutic provision, and appreciate the support from the Henry Smith Charity, Sported, Aiming High and Children in Need who helped to part fund these activities, although only for a time limited period.

**The Activity Programme** was one of our key projects which offered effective ways of developing personal and social skills, increased resilience and self-esteem in young people, improved behaviour and encouraged a more positive attitude to education, relationships and leisure interests. Our Activity Programme also extended to siblings and parents who received behavioural advice and guidance, together with opportunities to meet other families of children with ADHD and special needs.

### **Reflections Angling Project**

The Studio Centre continued to support and secure funding for our Reflections Angling Project. This unique project enables young people at risk of exclusion from school, or those with significant emotional difficulties, to receive mentoring, accredited education in a non formal setting, and vocational opportunities. The Reflections Project was part of our Activity Programme, and usually funded by Surrey Small Grants Awards. This fund also closed in 2014, but was fortunately replaced by a donation from the Downland Educational Trust, enabling Reflections to continue for a further year, together with a welcome final donation from the Edward Lewis Foundation.

### **Operational Costs and Fundraising**

Income had historically been generated from client registration fees, fundraising, sponsored events, donations from individuals, small trust funds and corporate sponsors, together with awards and grants from larger donors, which contributed to salaries and delivering the services. Staff salaries had been fixed since 2012, and costs of generating voluntary income were included in the job roles of the CEO and Administrator.

## **Staffing /Salaries**

Nancy Williams, the CEO, remained responsible for managing the overall services of the charity, including the Activity Programme, together with the role of Therapist, supported by Sarah Allott as Charity Administrator. It became increasingly difficult to obtain funding for salaried posts, and whilst the CEO role was funded by a Lloyds TSB grant in 2013, this was for a one year term. It is now rarely possible to secure funding for administrative posts in voluntary organisations, despite the fact that without this support, a charity's professional service is unlikely to be effective. Most funders prefer to make grants to specific and short term projects or capital expenses, rather than commit to salaried posts.

## **Sustaining the Service**

In September 2014 serious concerns were raised about the future financial viability of the Charity. Staff and Trustees discussed a strategic fundraising plan for 2015 which would include a new fee structure, income from training, and informing our numerous beneficiaries that our organisation could no longer provide services that are dependent on grants. In October 2014 the Trustees launched an Emergency Appeal to attempt to raise the £50,000 needed to keep the Charity operating for the coming year, whilst we sourced further funds. Due to many generous individual donations and sponsored events that were held in response to the appeal, plus a grant towards the Administrators post from the Dancer Fund, income of around £20,000 was raised. This enabled the Charity to continue to provide services to beneficiaries for a further six months, until March 2015.

## **Decision to Close the Charity**

In December 2014 the Trustees held a finance meeting and calculated that we were only financially viable for the next two months based on the current bank figures and the income from the Emergency Appeal. It was agreed that advice would be sought on the possible closure of the Charity by the end of the financial year. Trustees paid tribute to our CEO and Administrator, Nancy and Sarah, in recognition of all their hard work throughout the year for the benefit of the Charity and it's beneficiaries.

Administrative expenses of rent, overheads and operational expenditure were kept to a minimum, as were the salaries of the two staff members who both worked many extra unpaid hours dealing with the additional legalities and procedures required, once it had been anticipated that the Charity would be forced to close. The main concern of the CEO and Trustees was to close without tipping over into insolvency, with the subsequent damage to the Charity's accountability and reputation. During this period staff and Trustees were particularly grateful to Sylvie Marshall from Surrey WAVS, who gave unlimited time and professional guidance during the difficult decision to close the Charity.

In early March 2015 a final Trustees meeting was held where the decision was made to close the Charity on 31<sup>st</sup> March 2015. It was agreed that our auditors at Ellis Atkins would be responsible for the formal legalities of closing the Charity, returning restricted funds, and preparing final accounts and distribution of assets as stated in the Articles of Memorandum.

The Trustees would like to thank all of those involved in supporting the Studio ADHD Centre, including past and present Trustees, volunteers and consultants who have kindly advised and assisted us, during the major governance changes we have experienced in recent years. Their guidance and support has been particularly valued during this challenging period.

We are also most grateful to the following Organisations, Trusts and individual donors who have generously supported the charity financially this year, and in the past.

Amex Ltd	John Ede Trust
Atkins Ltd	Leatherhead Lions
Awards for All – Big Lottery	Lloyds TSB Foundation
Bailey Thomas Fund	Reed Elsevier
Capel Mens Group	Sainsburys
Capel Music Festival	Santander Foundation
Carters Shop	SCF/Comic Relief
Charity Flowers Direct	Semper Fidelis Lodge
Children in Need	Sported
The Dancer Fund	Surrey Short Breaks
Easy Fundraising	Surrey County Council Small Grants
Edward Lewis Foundation	Sutton and East Surrey Water
Gatton Manor Golf Club	Toyota
UK Garrison	Nuts Challenge participants
Henry Smith Charity	Waitrose Green Token Scheme
Downland Educational Trust	Capel WI Jumble Sale

### **Statement of Public Benefit**

*The Directors/Trustees confirm that they have referred to the guidance contained in the Charity Commissioner's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities*

Local authorities have a Duty of Best Value to commission services that maximise the economical, environmental and social value when reviewing service provision. The proven services and outcomes of The Studio ADHD Centre met the requirements of preventative and proactive support for families in Surrey who have children with complex needs. Trustees consider that these requirements have been met through our Activity Programme, Reflections Project and therapeutic guidance and advocacy service in 2014/15. Our work demonstrated value for money in direct services per pound donated. No employee received a salary above £25,000. Volunteers contributed in excess of 40 hours each month during the year.

### **Distribution of Assets**

At the final Trustees meeting it was agreed that all equipment and assets used by the Reflections Project should be gifted to them, on agreement that they will continue to be of benefit to children and young people with learning disabilities.

The IT equipment, books, presentation training material and Intellectual copyrights would be signed over to Nancy Williams, with a view to continuing to provide future consultation and education in the field of ADHD. Surplus funds will be gifted to The John Ede Trust, a local charity supporting children with similar disabilities.

### **Statement of Financial Activity**

As stated above, the Trustees made the difficult decision of ceasing the Charity's operation at the end of March 2015, as it was no longer financially viable. This decision allowed the Charity to close whilst still solvent.

Transfer of the remaining bank balance was passed to our accountants at Ellis Atkins to prepare a closing Financial Statement.

The remaining unrestricted reserves at closure, after paying all known liabilities of the Charity, was £1,196. The final reserves will be distributed to The Reflections Project (£156) and The John Ede Trust (£1,040), both of whom carry out similar objectives to the Studio Charity.

The Annual Report and Financial Statement will be submitted on line to the Charity Commission covering the period until March 2015, when the Charity ceased operating.

The Charitable Company was de-registered on 24<sup>th</sup> May 2016 with no outstanding liabilities.

**THE STUDIO ADHD CENTRE**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR 1 APRIL 2014 TO 31 MARCH 2015**

	Year Ended 31 March 2015 £	Year Ended 31 March 2014 £
<b>INCOMING RESOURCES</b>		
Voluntary income	64,369	65,438
Fundraising	4,021	4,799
Interest	118	36
Incoming resources on incorporation	-	30,951
<b>Total incoming resources</b>	68,508	101,224
<b>RESOURCES EXPENDED</b>		
Costs of generating voluntary income	12,157	36,013
<b>Charitable activities</b>		
Angling Project	32,003	12,149
Respite	898	8,728
Activity Programmes	6,149	5,382
ADHD Support	33,374	5,082
DofE	1,436	-
<b>Governance Cost</b>	3,100	4,025
<b>Other resources expended</b>		
Admin Costs	1,840	1,088
Returned Donations	2,550	-
Returned Gift Aid	500	-
Loss on disposal of Fixed Asset	2,062	-
<b>Total resources expended</b>	96,069	72,467
<b>Net (deficit)/surplus for the period</b>	(27,561)	28,757

**THE STUDIO ADHD CENTRE**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**BALANCE SHEET**  
**AT 31<sup>st</sup> MARCH 2015**

	<b>At</b>	
	<b>31 March 2015</b>	<b>2014</b>
	<u>£</u>	<u>£</u>
<b>Fixed Assets</b>		
Tangible Assets	-	3,762
	<hr/>	<hr/>
<b>Current assets</b>		
Debtors	-	3,753
Cash at bank and in hand	3,196	24,744
	<hr/>	<hr/>
	3,196	28,497
Creditors: amounts falling due < 1 year	2,000	3,502
	<hr/>	<hr/>
Net current assets	1,196	24,995
	<hr/>	<hr/>
<b>Total assets less current liabilities</b>	<u>1,196</u>	<u>28,757</u>
	<hr/>	<hr/>
<b>Reserves</b>		
Balance brought forward	28,757	-
(Deficit)/surplus for the year	(27,561)	28,757
	<hr/>	<hr/>
Retained surplus/(deficit)	<u>1,196</u>	<u>28,757</u>