

**REGISTERED COMPANY NUMBER: 02744192 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1014270**

**Report of the Trustees and**  
**Financial Statements for the Year Ended 31 March 2024**  
**for**  
**Springboard Project**  
**(A Company Limited by Guarantee)**

Warren House Accountants Limited  
4 The Courtyard  
Holmsted Farm  
Staplefield Road  
Haywards Heath  
RH17 5JF

## Springboard Project

### Contents of the Financial Statements for the Year Ended 31 March 2024

	<b>Page</b>
<b>Chairman and CEO Reports</b>	1
<b>Treasurer's Report</b>	2 to 3
<b>Report of the Trustees</b>	4 to 10
<b>Independent Examiner's Report</b>	11
<b>Statement of Financial Activities</b>	12
<b>Statement of Financial Position</b>	13
<b>Statement of Cash Flows</b>	14
<b>Notes to the Statement of Cash Flows</b>	15
<b>Notes to the Financial Statements</b>	16 to 23
<b>Detailed Statement of Financial Activities</b>	24 to 25

## **Springboard Project**

### **Chairman and CEO Reports for the Year Ended 31 March 2024**

#### **Chair's Report**

The UK, and the world, continues to be a challenging environment for children, young people and their families. The cost of living remains high, children's services remain under strain, and conflicts and instability around the world are adding to children's worries about the society they will inherit. Amid this difficult picture, it's more important than ever for young people to have somewhere to turn.

Springboard is on the front line, supporting children and young people struggling with anxiety and mental health issues, as well as increased pressure on family finances. After more than 30 years supporting children and young people with disabilities, we are well established within the local community, with a strong and trusted reputation for delivering high quality services. The need for Springboard services remains and we are now looking to ensure we can continue to support families for at least another 30 years. Therefore, in the coming year we will embark on a refurbishment of Springboard House.

Finally, the Board and I would like to extend our most sincere thanks to every one of our staff, volunteers, donors, supporters and partners whose unwavering support is critical in helping us support all children, young people and their families through inclusive play and SEND services.

**Jill Carnie**  
**Chair of Trustees**

#### **CEO's Report**

Springboard's purpose has always been to enhance the lives of children, young people, and their families, particularly those living with a disability or life-limiting illness. Our purpose remains constant but how we accomplish it has developed. I'm delighted with the achievements from the last year. We have proudly witnessed children and young people growing in confidence, developing skills and advancing their independence.

However, as evidenced in the Sussex Community Foundation, Tackling Poverty Report, the families we support continue to struggle disproportionately. As well as the general health challenges associated with long-term illness and disability, there is strong evidence to suggest people with disabilities across Sussex are more likely to experience material deprivation challenges and worklessness, with 44.6% of working age people with a disability in employment, compared with 76.2% for those without a disability. This news really drove home to me the importance of Springboard's services.

The report that follows is an honest account of the achievements and challenges we have faced over the year. We're optimistic our services will continue to develop to meet the needs of the families we work with, and we look forward to learning as we continue this journey. I'm deeply grateful for the continued support of my leadership team, our Chair and Board of Trustees, who have all gone above and beyond in recent times. Finally, I want to thank our supporters, partners and donors for sharing our values and commitment to working together so more disabled children, young people and their families can reach their full potential.

**Beth Coley**  
**Chief Executive**

## Springboard Project

### Treasurer's Report for the Year Ended 31 March 2024

The following section provides a comprehensive and transparent summary of key financial movements, detailing Springboard Project's financial management strategies throughout the preceding year.

Income	2024	2023	Annual movement
	£	£	£
Donations	45,810	65,613	(19,803)
Contracts/Grants	310,509	244,988	65,621
Memberships/Activities	56,087	61,000	(4,913)
Other Income	18,533	17,107	1,426
Gain on sale of tangible fixed assets	-	11,773	(11,773)
Total	430,939	400,481	30,558

Total income for the year was £430,939, an increase of £30,558 (7%). This year the income from donations reduced by £19,803 and contracts/grants increased by £65,621.

Contracts and grants continue to be the largest income category, at £310,509 making up 72% of the annual income, an increase of £65,621 from the previous year. Whilst the critical, one off, short-term funding in response to the pandemic has subsided, Springboard continues to rely on grants and local authority contracts.

However, the £56,087 of income generated from membership/activities and £45,810 from donations, combined was £24,716 less than the previous year. This perhaps is reflective of the ongoing cost of living crisis, compounded by a reduction in monthly memberships for stay and play sessions, with customers opting to 'pay as you go', rather than opt for unlimited usage.

Developing the diversity of Springboard's income streams continues to be a focus for the organisation to reduce contract/grant dependence and protection from market fluctuations. Springboard's healthy position, regarding reserves and cash balances, will help the organisation to meet the evolving charity sector income challenges in the short term, as well as to support children, young people and families living with a disability facing challenges due to the current cost of living.

Expenditure	2024	2023	Annual movement
	£	£	£
Raising donations and legacies	3,969	2,317	1,652
Charitable activities	341,547	341,742	(195)
Support and governance costs	6,879	9,227	(2,348)
Total	352,394	353,286	(892)

Total expenditure for the year was £352,394 a decrease of £892 (0.2%) from 2023.

The trustees recognise the significance of staff and volunteers in driving the mission of the charity. Following a pay and benefits review in 22/23 several changes were made to best demonstrate their value and invest in their development. In April 2023 Springboard became a real living wage employer as the first of a series of steps to enable better recruitment and retention of the workforce.

The organisation ended the 2024 financial year with a cash balance of £452,706 (£348,337 in 2023). Whilst 2024 has been another year of challenges, financially and otherwise, through effective financial controls, particularly around the variable costs associated with activities, combined with positive income generation for the year, Springboard recorded a surplus of £78,545 (£47,195 in 2023).

## **Springboard Project**

### **Treasurer's Report for the Year Ended 31 March 2024**

Whilst Springboard has been able to maintain a healthy cash balance, it should be noted much of the 2024 funding remains in the balance and funds may need to be made available if income is not secured. It remains crucial as we enter 2024/25, that finances are managed with the same degree of prudence to effectively mitigate the risks associated with inflation, particularly energy costs. Whilst Springboard can mitigate this exposure to a degree, through effective programming and resource allocation (such as intention to invest in green energy), it is imperative to ensure a strong financial basis to deal with ongoing challenges.

Therefore, funds over the next 12 months remain vital to ensure service continuity is maintained. The organisation will need to continue to source funding from varied and diverse revenue streams and reduce financial risk operationally, particularly with observed rising demand and rising costs across the board.

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of 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) (effective 1 January 2019).

## Springboard Project

### Report of the Trustees for the Year Ended 31 March 2024

#### Objectives and Activities

Springboard has been providing services for children, young people and their families for over 30 years, and we pride ourselves on delivering a high quality, fun and inclusive provision. The following section provides an overview of our key services.

#### SEND Services

We offer supportive youth club services across West Sussex in Horsham, Crawley and Worthing, taking referrals from aged 6 up to 30 years.

**Age 6-18 Groups** - For children and young people with SEND aged 6-18 years living in Horsham, Crawley and Worthing we run sessions in Horsham, Crawley, Worthing, and in both the local community and trips further afield. Running on Saturdays in term time and during school holidays, sessions offer opportunities to socialise, learn life skills, gain independence and make friends. Sessions are organised by age and support required.

**Age 18-30 Groups** - for young adults with SEND living in West Sussex, the group meets on a weekday evening during term time and various full days throughout the school holidays in Horsham or Crawley. Sessions focus on building life skills, independence, socialising and feeling connected to the community.

**Volunteering and Employability** - This pathway provides one-to-one support for young people with SEND to develop the skills and confidence to gain and maintain a job or volunteering opportunity. Sessions take place in our inclusive centre in Horsham as well as out in the local community and cover topics such as how to write a CV, interview techniques, health and safety at work, professionalism as well as the opportunity to practise skills in a practical way.

**Life Skills** - This pathway provides the opportunity for SEND young people and adults to further develop their independence, confidence and abilities with everyday life skills, to increase their aspiration of living more independently. We offer an eight-week small group programme from our inclusive centre in Horsham, delivered by our friendly and supportive team. Topics covered include money handling skills, health and safety in the kitchen, planning and preparing a meal and home skills such as washing, making the bed and keeping your space tidy.

**Transitions and Family Support** - This pathway offers one-to-one support for children and young people with SEND when entering a period of transition or family crisis, such as moving schools, out of education or only attending for a reduced timetable, marital separation, moving from children to adults' services or in need of tailored short-term support. We offer a six-week programme at our inclusive centre in Horsham. Alongside the child or young person and their family we will work on short term goals in a fun, supportive and structured way.

**Family Fun sessions** - Springboard enjoys bringing the family together for a variety of fun, sensory and inclusive activities during key holidays in the year, such as our Christmas party and inclusive Santa's grotto.

#### Stay and Play centre

Our centre in Horsham is an inclusive play centre designed for families with children aged 0-10, where all families are welcome. There are a range of play spaces to explore and enjoy, including soft play, sensory room, role play/dressing up, books, arts and crafts, spacious garden with inclusive, adapted play equipment, kitchen and accessible changing facilities. The centre enables parents to talk and learn from one another as well as encourage children to play with others. The centre aims to provide families with an inclusive, understanding and supportive environment, also providing information, guidance and signposting to other organisations.

#### Care Packages

Following on from overwhelming positive feedback from families we have continued to provide Christmas Care packages and a donation station, all year round at our Horsham centre, in response to the cost-of-living crisis. Supported by donations, especially those from the Hygiene Bank and Piccolo Foods we are able to provide toiletries, healthy baby and children's food, toys and books for free. In October 2023 Springboard House became a Warm Welcome Space, where families are able to access a free, warm, safe and welcoming place during a weekly Stay and Play session, with a free hot drink.

## Springboard Project

### Report of the Trustees for the Year Ended 31 March 2024

#### STRATEGIC REPORT

##### Achievement and performance

##### Springboard's Vision

A world of equality where all disabled children, young people and their families are able to reach their full potential.

##### Springboard's Mission

- Facilitate and offer advice and support to disabled children, young people and their families.
- Create environments and deliver services that develop identity and build self-esteem.
- Advocate and raise awareness on disability and the barriers associated.
- Enhance the physical and emotional wellbeing of disabled children, young people and their families.

##### Springboard's Values

Springboard has five core values which underpin and guide the way we work in all that we do.

We are:

**Passionate:** We believe by supporting individuals we are able to create independence and enable people to reach their potential.

**Fun:** We believe that you are able to achieve greater outcomes when people feel good about and enjoy themselves.

**Caring:** We believe in listening, supporting and responding to each person's individual needs and circumstances.

**Inclusive:** We believe that everyone regardless of their disability, need and background should be able to access high quality services and facilities.

**Adaptable:** We believe personalised, flexible services and approaches help develop choice, voice and opportunity.

##### Achievement and Performance

As the turbulence and uncertainty that stemmed from the covid-19 pandemic is distanced, it is becoming more apparent just how many of our customers are experiencing material deprivation challenges amplified by the cost-of-living crisis. The demand for our services is becoming more and more prominent as we strive to continue to support families.

Springboard's services assist with many of the challenges children, young people, and their families, especially those living with a disability encounter. This includes supporting them to be part of their community by providing a range of engaging activities, sessions and programmes that are equal to that of their non-disabled and neurotypical peers.

This year Springboard recorded 12,772 children, young people and parent/carer visits. That includes:

- 1,664 attendees at our services for children and young people with additional needs
- 10,949 visits to inclusive stay and play sessions
- 159 people attended family events

The following section considers Springboard's performance and highlights how we have furthered the organisation's mission.

##### Short Breaks

This was the first year of the new West Sussex County Council (WSCC) Short Breaks contract in which Springboard delivered 170 sessions, with 1,320 children and young people attendances totalling 5,524 hours for 100 families, which exceeded the contracted delivery hours. In the year the number of children and young people registered for Springboard's short breaks doubled. In our annual contracts review meeting WSCC Officers said.

'Springboard has reported excellent delivery across all lots and have overdelivered in several of these lots.

They use extensive ways of gathering feedback to ensure that CYP and their parents carers are actively contributing to the way in which the sessions are run and activities planned. They ensure that the ways in which feedback is gathered is accessible for all using various methods such as visuals and technology-based input.

It is evident that Springboard have worked hard to adapt to the new contract and have created a provision that delivers well on all KPIs. The feedback which has been received from the recent Short Breaks survey and directly to Springboard shows that their primary focus is on the CYP that attend their sessions'.

## Springboard Project

### Report of the Trustees for the Year Ended 31 March 2024

However, we recognise the number of sessions, and their frequency is insufficient for families. In response and due to the positive delivery and take up of services, Springboard was able to draw down further funding from WSCC for additional holiday provision over Christmas holidays and February half term. We continue to pursue further funding to make these sessions more frequent for families in response to their feedback in the coming year.

The decision was made to close Springboard's Sutton services in May 2023 due to the reduction in new referrals in which longstanding members have moved from a 12-18-year-olds short breaks group into an 18+ transition group, which is not funded. As part of the exit strategy, the team worked with the young people, their families and commissioners to support the smooth exit of services and transition to other local services that operate in the area.

In January 2024, West Sussex County Council opened a new tender under the Short Breaks contract for innovative, pilot services. We were successful in applying and have been awarded £9,500 for 2024/25. The funding will provide short courses for families to experience world kitchen cooking sessions in the autumn term of 2024 and spring term of 2025. These sessions are designed to support the whole family preparing food, cooking and then having the option to either stay and eat their meal together with the other families or take it home. The aim of the sessions is to involve the whole family in the cooking process, whilst creating meals that are affordable and nutritious.

#### **Stay and Play**

Our inclusive centre continues to welcome families, with well attended sessions from not only local families but across East and West Sussex. In 23/24 there were 10,949 visits to our inclusive stay and play sessions.

Summer continues to be our busiest time of year, with many days reaching capacity. Therefore, we trialled Saturday morning sessions and going forwards we will look for further funding to offer these sessions more permanently.

Working in partnership has developed this year with Horsham library running free sensory story time, alongside drop-in sessions with Mess and Me. We've been joined by a senior dental nurse from Sussex Community NHS Trust, sharing tips on oral hygiene and giving free resources to families, as well as open days to promote local facilities and groups. For World Book Day we promoted lending our fancy-dress costumes out to the public with the aim of reducing the financial pressures that days like this can bring.

#### **Stepping Stones**

After a successful recruitment and implementation of our new Stepping Stones programme the first full year figures identified just how much this service is needed. From September 2022-23 the Community pathway delivered 2,191 hours, with 504 children and young people attendance across 138 sessions. Twenty-five young people attended the Lifelong Learning pathway across five separate programmes totalling 600 hours delivery time. In the Volunteering and Employability pathway all 40 young people recorded an increase in their workplace confidence, with 60 per cent of them gaining either employment, or volunteering or further education. Finally, the Transitions and Family Support pathway supported twenty-one children and young people in identifying and understanding their emotions, working on techniques to regulate them.

#### **Care packages and donation stations**

Due to the generosity of the local community donating at Swan Walk Shopping Centre's Christmas installation, we were able to put together 30 wellbeing packages for local families containing a selection of cleaning products, toiletries, blankets, hot water bottles, cold weather clothing, toys and age specific gifts for the children. We continue to work closely with the Hygiene bank and Piccolo Foods who provide essentials items for our donation station, available to everyone who attends the centre.

#### **Public Benefit Reporting**

The trustees confirm that they have complied with the duty in section 17 (5) of the Charities Act 2011 to have regard to the Charities Commission general guidance on public health, 'Charities and Public Benefit'. The trustees have taken due regard of the Charity Commission's guidance on public benefit while setting the objectives and reviewing the activities of the charity, as detailed above.

## Springboard Project

### Report of the Trustees for the Year Ended 31 March 2024

#### Research and Development

For Springboard it has been a year of acknowledging the significance of the organisation's work over the last 30 years and looking at how our services could develop to further meet the challenges of the community we serve. We have spoken to children, young people and families about our services and the venue, as well as staff and volunteers about the challenges they face and the potential for our services. We recognise the significance of having a bespoke venue, but it needs adapting to accommodate all our customers in a welcoming and inclusive space, enabling us to provide more opportunities to families so they can live fulfilling and aspirational lives. Therefore, we have identified a three-phase building renovation programme which we will start to fundraise for in the next financial year.

- The charity operates from its base in Horsham, a converted Victorian house (52 Hurst road, RH12 2EP). Despite the charities ethos of inclusivity this is not reflected in the building, with narrow doorways and corridors, tight turning circles and a high-level reception counter. In addition, rooms on the first and second floor are not well utilised. We are looking for a better way to use the space so that everyone can enjoy the services on offer and increase our service delivery capacity.

- Greater energy efficiency - the building is cold in the winter and hot in the summer, with poor airflow and expensive utility bills. We are looking at ways to improve the energy efficiency of the building and reduce our carbon footprint.

- Greater garden play value - over the years different sections of the garden have received investment. This has resulted in a disjointed play area with poor flow. We are working to redesign the outside space, providing an enriching space in nature.

In addition to these larger scale renovations, we have focused on improving Springboard's communication and accessibility. This started with a website redesign, and we are now looking to improve communication within the centre and across services through the use of PECS and visual timetables, as well as Makaton training for all core staff.

#### Financial review Reserves

The organisation ended the 2024 financial year with a cash balance of £452,707 (an increase of £104,370 on 2023). The increase in the cash balance does not equate with the in-year surplus of £78,545 due to debtors at accounting period close.

This cash balance increase is primarily due to an increase in grants which directly support the delivery of services, allowing for unrestricted funds to build upon the organisations strong foundations to continue to provide future committed services. The organisation will however need to continue to source funding from varied revenue streams and reduce exposure to risk, particularly as we continue to see both rising demand as well as rising costs.

## Springboard Project

### Report of the Trustees for the Year Ended 31 March 2024

#### STRATEGIC REPORT

##### Financial review

##### Reserves

##### Financial Review - Reserves policy

There are a variety of different income streams including, contracts, grants and donations. Although they are not new approaches for the organisation, funding is not guaranteed beyond the medium term and are therefore considered a risk by the board of trustees. Therefore, sufficient reserves mitigate against potential fluctuations and ensure Springboard's charitable objectives can be maintained should the charity be required to close. During this time, Springboard wish to ensure the obligation to disabled children, young people and their families, as well as the wider community, is met if existing sources of income are not secured.

To ensure the risk of Springboard's closure is managed and mitigated, should income reduce or not be secured, the trustee board has agreed to maintain unrestricted financial reserves for a period of six months operating costs, as well as funds available in the event of redundancy. Therefore, calculated reserves stand at £268,082. This duration is considered sufficient to enable Springboard to safe guard the organisation going forward against key risks, such as competition for funding and rising costs.

The trustee board also recognises Springboard's services can be capital intensive, with many charitable activities requiring the use of venues and in particular Springboard's Horsham premises. The building is over 100 years old and was not purpose built. Repairs and general maintenance results in an increase of operating costs each year. A surveyor's report also highlighted several major works that will need completing over the next 5 years. Therefore, Springboard plans to launch a major capital fundraising appeal in 24/25 to carry out much needed renovation and repair work, whilst safeguarding the building for future services.

The reserves will and can only be built up from the unrestricted income. The level of reserves will be calculated and monitored every 3 months by the treasurer, with financial assistance if required, and will be presented and discussed by the trustee board.

This policy will be reviewed yearly (review date within the policy) and when there are significant changes.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The organisation is a charitable company limited by guarantee, incorporated on 1 September 1992 and registered as a charity on the same date. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

##### Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Board of Trustees are elected to serve for a period of three years after which they must be re-elected. All trustees gave their time voluntarily and received no benefits from the charity. Trustees meet every two months to review strategy and set implementation plans and budgets. Sub-groups may be called prior to meetings if needed and make recommendations to the Trustee Board. The trustees hold an Annual General Meeting to which members, their families, and professionals are invited.

##### Organisational structure

Our trustees come from a variety of professional and personal backgrounds relevant to the work of our charity. The Trustees delegate the day-to-day responsibilities for the provision of all operational activities, finances and fundraising to the CEO. The CEO in turn is responsible for ensuring that the charity delivers its front-line services and ensures that our aims, objectives and outcomes are met as key performance indicators. The Heads of Service have responsibility for the day-to-day operational management of their localities, engagement with their local communities, individual supervision of their staff team. Ensuring staff and volunteers develop their skills and working practices to provide the best possible experiences and opportunities for all customers.

## Springboard Project

### Report of the Trustees for the Year Ended 31 March 2024

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

##### **Induction and training of new trustees**

New trustees are recruited based on the skills and expertise needed by the Charity. All trustees are given training on governance and the responsibilities of being a trustee.

An induction pack is given to all new trustees which includes:

- Obligations as a trustee and company director
- Attendance and participation in Board Meetings
- The Constitution Trustee Code of Conduct
- Trustee Guidelines
- The Business Plan
- The latest accounts of the Charity
- Charity Commission publication - The Essential Trustee: What you need to know.

In addition, trustees are encouraged to update their knowledge with newsletters from Charity Commission and to attend courses designed to keep them abreast of their duties and responsibilities.

##### **Risk management**

The Board of Trustees is responsible for the management of the risks faced by the Charity. A risk register is in place which is reviewed by the Board. All areas of potential risk are fully discussed at trustee meetings, with systems and procedures established to mitigate and manage those risks.

Systems, controls and procedures include strategic planning, budgeting, governance structure and lines of reporting, formal written policies (regularly reviewed and added to), authorisation and approval levels. Formal agendas and minutes are taken to accompany supporting documents for trustee meetings and the Trustee Safeguarding Lead carries out a Safeguarding audit which forms part of an annual review.

##### **Pay policy**

The salaries of the CEO, and any post where there may be a conflict of interest are set by the Chair and Treasurer with input from others as needed.

Independent review of salaries and local salary levels are sought where appropriate.

The pay of all staff is reviewed annually and any pay increase or up rise in increment is made where the organisation is able to afford to.

A transparent salary banding document dictates which band staff are in, and the increments that can be attained. Staff may be paid additional increments or bonuses for particular skills, qualifications, changes in legislation or service achievement with agreement from the Chair and Treasurer.

##### **Employees and Volunteers**

An enthusiastic staff team and fantastic volunteers underpin the charity. At the end of March 2024, the charity employed six full time staff, and five part time staff. The charity also employs 30 sessional staff who assist with the peaks and demands of charitable activities and service delivery.

As of March 2024, there were 12 regular volunteers, who form a vital and much valued part of the charity, helping to ensure the effective delivery of services, maintain Springboard house and support at events. Reports from NCVO (Time Well Spent 2023) and Charities Aid Foundation (the UK Giving Report) show a 48% fall in the number of people raising money or taking part in sponsored events from 11% in 2016 to 6% in 2023; a drop of 1.6million in those who have volunteered over the same period, and a 7% drop in people organising or helping run an activity. Therefore, this year we have introduced a new part time Volunteer Coordinator role to recruit and nurture the volunteers who provide their time across our services.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

02744192 (England and Wales)

##### **Registered Charity number**

1014270

**Springboard Project**

**Report of the Trustees  
for the Year Ended 31 March 2024**

**Registered office**

Springboard House  
52 Hurst Road  
Horsham  
West Sussex  
RH12 2EP


**Trustees**

A Vallon  
G Cockwill  
R J Church  
D Lethbridge  
J Carnie  
A Blick (appointed 24.1.24)  
S Pritchard (appointed 24.2.24)

**Independent Examiner**

P R Collins FCA ICAEW  
Warren House Accountants Limited  
4 The Courtyard  
Holmsted Farm  
Staplefield Road  
Haywards Heath  
RH17 5JF

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on .....9.12.24..... and signed on the board's behalf by:

  
.....  
J Carnie - Trustee

**Independent Examiner's Report to the Trustees of  
Springboard Project**

**Independent examiner's report to the trustees of Springboard Project ('the Company')**

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

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

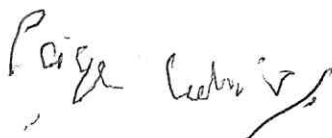
**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.



P R Collins FCA ICAEW  
The Institute of Chartered Accountants in England and Wales

Warren House Accountants Limited  
4 The Courtyard  
Holmsted Farm  
Staplefield Road  
Haywards Heath  
RH17 5JF

Date: .....

## Springboard Project

### Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2024

	Notes	Unrestricted fund £	Restricted funds £	<b>31.3.24 Total funds £</b>	31.3.23 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	105,611	250,708	356,319	310,601
<b>Charitable activities</b>					
Income on charitable activities	5	53,893	2,194	56,087	61,000
Other trading activities	3	12,820	-	12,820	15,800
Investment income	4	5,713	-	5,713	1,307
Other income		-	-	-	11,773
<b>Total</b>		<u>178,037</u>	<u>252,902</u>	<u>430,939</u>	<u>400,481</u>
<b>EXPENDITURE ON</b>					
Raising funds	6	2,529	1,439	3,968	2,317
<b>Charitable activities</b>					
Income on charitable activities	7	126,748	221,678	348,426	350,969
<b>Total</b>		<u>129,277</u>	<u>223,117</u>	<u>352,394</u>	<u>353,286</u>
<b>NET INCOME</b>		48,760	29,785	78,545	47,195
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		441,133	113,717	554,850	507,655
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>489,893</u></u>	<u><u>143,502</u></u>	<u><u>633,395</u></u>	<u><u>554,850</u></u>

The notes form part of these financial statements

## Springboard Project

### Statement of Financial Position 31 March 2024

	Notes	Unrestricted fund £	Restricted funds £	<b>31.3.24 Total funds £</b>	31.3.23 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	13	154,570	10,150	164,720	171,686
<b>CURRENT ASSETS</b>					
Debtors	14	799	22,926	23,725	41,336
Cash at bank		342,282	110,425	452,707	348,337
		<u>343,081</u>	<u>133,351</u>	<u>476,432</u>	<u>389,673</u>
<b>CREDITORS</b>					
Amounts falling due within one year	15	(7,757)	-	(7,757)	(6,509)
<b>NET CURRENT ASSETS</b>		<u>335,324</u>	<u>133,351</u>	<u>468,675</u>	<u>383,164</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>489,894</u>	<u>143,501</u>	<u>633,395</u>	<u>554,850</u>
<b>NET ASSETS</b>		<u>489,894</u>	<u>143,501</u>	<u>633,395</u>	<u>554,850</u>
<b>FUNDS</b>	16				
Unrestricted funds				489,894	441,133
Restricted funds				143,501	113,717
<b>TOTAL FUNDS</b>				<u>633,395</u>	<u>554,850</u>

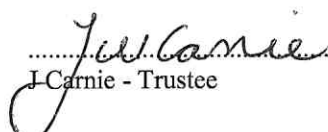
The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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.

The financial statements were approved by the Board of Trustees and authorised for issue on 9.12.24 and were signed on its behalf by:

  
J. Carnie - Trustee

The notes form part of these financial statements

## Springboard Project

### Statement of Cash Flows for the Year Ended 31 March 2024

	Notes	31.3.24 £	31.3.23 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>102,211</u>	<u>13,023</u>
Net cash provided by operating activities		<u>102,211</u>	<u>13,023</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(3,554)	(11,958)
Sale of tangible fixed assets		-	11,773
Interest received		<u>5,713</u>	<u>1,307</u>
Net cash provided by investing activities		<u>2,159</u>	<u>1,122</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>104,370</u>	<u>14,145</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>348,337</u>	<u>334,192</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>452,707</u></u>	<u><u>348,337</u></u>

The notes form part of these financial statements

**Springboard Project**

**Notes to the Statement of Cash Flows  
for the Year Ended 31 March 2024**

<b>1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES</b>	<b>31.3.24</b>	<b>31.3.23</b>
	<b>£</b>	<b>£</b>
<b>Net income for the reporting period (as per the Statement of Financial Activities)</b>	<b>78,545</b>	<b>47,195</b>
<b>Adjustments for:</b>		
Depreciation charges	<b>10,521</b>	16,015
Profit on disposal of fixed assets	-	(11,773)
Interest received	<b>(5,713)</b>	(1,307)
expenditure-reconciling items	<b>(1)</b>	184
Decrease/(increase) in debtors	<b>17,611</b>	(37,291)
Increase in creditors	<b>1,248</b>	-
<b>Net cash provided by operations</b>	<b><u>102,211</u></b>	<b><u>13,023</u></b>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.4.23 £	Cash flow £	At 31.3.24 £
<b>Net cash</b>			
Cash at bank	<b>348,337</b>	<b>104,370</b>	<b>452,707</b>
	<b><u>348,337</u></b>	<b><u>104,370</u></b>	<b><u>452,707</u></b>
<b>Total</b>	<b><u>348,337</u></b>	<b><u>104,370</u></b>	<b><u>452,707</u></b>

The notes form part of these financial statements

## Springboard Project

### Notes to the Financial Statements for the Year Ended 31 March 2024

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentation currency is the Pound (£) Sterling.

##### **Income**

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.

##### **Expenditure**

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.

##### **Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost of valuation, net of depreciation and any impairment losses.

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

Freehold buildings	2% per annum on cost
Fixtures, fittings and equipment	10 - 33% per annum on cost
Motor Vehicles	25% per annum on cost

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

## Springboard Project

### Notes to the Financial Statements - continued for the Year Ended 31 March 2024

#### 2. DONATIONS AND LEGACIES

	Unrestricted funds £	Restricted funds £	<b>31.3.24 Total funds £</b>	31.3.23 Total funds £
Donations	45,810	-	45,810	65,613
Grants receivable	59,801	250,708	310,509	244,988
	<u>105,611</u>	<u>250,708</u>	<u>356,319</u>	<u>310,601</u>

#### 3. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	<b>31.3.24 Total funds £</b>	31.3.23 Total funds £
Room Hire	12,820	-	12,820	15,800

#### 4. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	<b>31.3.24 Total funds £</b>	31.3.23 Total funds £
Interest	5,713	-	5,713	1,307

#### 5. INCOME FROM CHARITABLE ACTIVITIES

	<b>31.3.24 Income on charitable activities £</b>	31.3.23 Total activities £
Activities	50,794	53,193
Membership	5,293	7,807
	<u>56,087</u>	<u>61,000</u>

**Springboard Project**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024**

**6. RAISING FUNDS**

**Raising donations and legacies**

	Unrestricted funds £	Restricted funds £	<b>31.3.24 Total funds £</b>	31.3.23 Total funds £
Travel	1,614	12	1,626	1,500
Publicity	915	1,427	2,342	817
	<u>2,529</u>	<u>1,439</u>	<u>3,968</u>	<u>2,317</u>

**7. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 8) £	Totals £
Income on charitable activities	<u>341,547</u>	<u>6,879</u>	<u>348,426</u>

**8. SUPPORT COSTS**

	Governance costs £
Income on charitable activities	<u>6,879</u>

Support costs, included in the above, are as follows:

**Governance costs**

	<b>31.3.24 Income on charitable activities £</b>	31.3.23 Total activities £
Accountancy fees	4,719	3,750
Legal fees	2,160	5,477
	<u>6,879</u>	<u>9,227</u>

**9. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	<b>31.3.24 £</b>	31.3.23 £
Depreciation - owned assets	10,520	16,199
Surplus on disposal of fixed assets	-	(11,773)
	<u>10,520</u>	<u>(11,773)</u>

## Springboard Project

### Notes to the Financial Statements - continued for the Year Ended 31 March 2024

#### 10. TRUSTEES' REMUNERATION AND BENEFITS

No member of the board of trustees receives any remuneration or benefits or reimbursement of expenses.

##### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

#### 11. STAFF COSTS

	2024	2023
	£	£
Wages, Salaries and social security	214,008	224,113
	<u>214,008</u>	<u>224,113</u>

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

	2024	2023
	FTE	FTE
Direct charitable activity	9	13
	<u>9</u>	<u>13</u>

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

#### 12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	198,448	112,153	310,601
<b>Charitable activities</b>			
Income on charitable activities	57,549	3,451	61,000
Other trading activities	15,800	-	15,800
Investment income	1,307	-	1,307
Other income	11,773	-	11,773
<b>Total</b>	<u>284,877</u>	<u>115,604</u>	<u>400,481</u>
<b>EXPENDITURE ON</b>			
Raising funds	2,288	29	2,317
<b>Charitable activities</b>			
Income on charitable activities	279,127	71,842	350,969
<b>Total</b>	<u>281,415</u>	<u>71,871</u>	<u>353,286</u>
<b>NET INCOME</b>	3,462	43,733	47,195
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	437,671	69,984	507,655
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>441,133</u>	<u>113,717</u>	<u>554,850</u>

## Springboard Project

### Notes to the Financial Statements - continued for the Year Ended 31 March 2024

#### 13. TANGIBLE FIXED ASSETS

	Property £	Fixtures and fittings £	Motor vehicles £	Totals £
<b>COST</b>				
At 1 April 2023	216,158	306,278	79,445	601,881
Additions	-	3,554	-	3,554
Disposals	-	-	(22,995)	(22,995)
	<u>216,158</u>	<u>309,832</u>	<u>56,450</u>	<u>582,440</u>
At 31 March 2024	216,158	309,832	56,450	582,440
<b>DEPRECIATION</b>				
At 1 April 2023	66,287	284,463	79,445	430,195
Charge for year	2,882	7,638	-	10,520
Eliminated on disposal	-	-	(22,995)	(22,995)
	<u>69,169</u>	<u>292,101</u>	<u>56,450</u>	<u>417,720</u>
At 31 March 2024	69,169	292,101	56,450	417,720
<b>NET BOOK VALUE</b>				
At 31 March 2024	<u>146,989</u>	<u>17,731</u>	-	<u>164,720</u>
At 31 March 2023	<u>149,871</u>	<u>21,815</u>	-	<u>171,686</u>

#### 14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24 £	31.3.23 £
Trade debtors	22,925	40,536
Other debtors	800	800
	<u>23,725</u>	<u>41,336</u>

#### 15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24 £	31.3.23 £
Trade creditors	520	1
Social security and other taxes	3,008	3,008
Accrued expenses	4,229	3,500
	<u>7,757</u>	<u>6,509</u>

## Springboard Project

### Notes to the Financial Statements - continued for the Year Ended 31 March 2024

#### 16. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
<b>Unrestricted funds</b>			
General fund	441,133	48,761	489,894
<b>Restricted funds</b>			
Capital works	9,058	4,852	13,910
West Sussex short breaks	47,906	27,641	75,547
Crawley House	7,708	(1,454)	6,254
Worthing 6-12	7,063	-	7,063
Stepping Stones	41,982	(1,255)	40,727
	113,717	29,784	143,501
<b>TOTAL FUNDS</b>	554,850	78,545	633,395

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	178,037	(129,276)	48,761
<b>Restricted funds</b>			
Capital works	7,194	(2,342)	4,852
West Sussex short breaks	141,848	(114,207)	27,641
Crawley House	-	(1,454)	(1,454)
Stepping Stones	103,860	(105,115)	(1,255)
	252,902	(223,118)	29,784
<b>TOTAL FUNDS</b>	430,939	(352,394)	78,545

## Springboard Project

### Notes to the Financial Statements - continued for the Year Ended 31 March 2024

#### 16. MOVEMENT IN FUNDS - continued

##### Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
<b>Unrestricted funds</b>			
General fund	437,671	3,462	441,133
<b>Restricted funds</b>			
Capital works	9,537	(479)	9,058
West Sussex short breaks	42,430	5,476	47,906
Crawley House	5,814	1,894	7,708
Worthing 6-12	11,247	(4,184)	7,063
Sustainability and development	956	(956)	-
Stepping Stones	-	41,982	41,982
	<u>69,984</u>	<u>43,733</u>	<u>113,717</u>
<b>TOTAL FUNDS</b>	<u><u>507,655</u></u>	<u><u>47,195</u></u>	<u><u>554,850</u></u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	284,877	(281,415)	3,462
<b>Restricted funds</b>			
Capital works	-	(479)	(479)
West Sussex short breaks	29,200	(23,724)	5,476
Crawley House	4,800	(2,906)	1,894
Worthing 6-12	-	(4,184)	(4,184)
Sustainability and development	-	(956)	(956)
Stepping Stones	81,604	(39,622)	41,982
	<u>115,604</u>	<u>(71,871)</u>	<u>43,733</u>
<b>TOTAL FUNDS</b>	<u><u>400,481</u></u>	<u><u>(353,286)</u></u>	<u><u>47,195</u></u>

The capital works fund represents a designated fund locked up in fixed assets which are needed for operational purposes, at their net book value as at the year end.

The lift project represents amounts received/expended on the construction of a lift at Springboard House.

The Sutton and West Sussex short breaks funds represents the amounts received to support the charity to run specific programmes for young disabled people.

The Worthing 6-12 short breaks fund represents the amounts received for respite care for children aged 6-12 years old with disabilities in the Worthing area.

The Sustainability and Development fund represents the amounts received for organisation fundraising and the development of services.

## Springboard Project

### Notes to the Financial Statements - continued for the Year Ended 31 March 2024

#### 16. MOVEMENT IN FUNDS - continued

Crawley Centre fund represents the amounts received/expended in order to provide a second facility from which to expand the availability of the projects work, whilst the Crawley Centre has closed the assets included within this reserve were transferred to the Horsham site.

General Fund: Reserve - The general fund represents the net assets of the Charity that are not restricted to specific purposes.

#### 17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

#### 18. ULTIMATE CONTROLLING PARTY

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

## Springboard Project

### Detailed Statement of Financial Activities for the Year Ended 31 March 2024

	31.3.24 £	31.3.23 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	45,810	65,613
Grants receivable	<u>310,509</u>	<u>244,988</u>
	<b>356,319</b>	<b>310,601</b>
<b>Other trading activities</b>		
Room Hire	12,820	15,800
<b>Investment income</b>		
Interest	5,713	1,307
<b>Charitable activities</b>		
Activities	50,794	53,193
Membership	<u>5,293</u>	<u>7,807</u>
	<b>56,087</b>	<b>61,000</b>
<b>Other income</b>		
Gain on sale of tangible fixed assets	-	11,773
	<u>-</u>	<u>11,773</u>
<b>Total incoming resources</b>	<b>430,939</b>	<b>400,481</b>
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Travel	1,626	1,500
Publicity	<u>2,342</u>	<u>817</u>
	<b>3,968</b>	<b>2,317</b>
<b>Charitable activities</b>		
Salaries & National insurance	255,856	230,241
Activity schemes	9,403	15,678
Staff training and recruitment	6,620	9,116
Repairs, renewals and maintenance	5,765	21,446
Utilities & Insurance	25,327	21,938
Office costs	23,416	19,484
Travel	4,639	7,824
Depreciation	<u>10,521</u>	<u>16,015</u>
	<b>341,547</b>	<b>341,742</b>
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy fees	4,719	3,750
Carried forward	<u>4,719</u>	<u>3,750</u>

This page does not form part of the statutory financial statements

## Springboard Project

### Detailed Statement of Financial Activities for the Year Ended 31 March 2024

	31.3.24	31.3.23
	£	£
<b>Governance costs</b>		
Brought forward		
Legal fees	4,719	3,750
	<u>2,160</u>	<u>5,477</u>
	<b>6,879</b>	<b>9,227</b>
Total resources expended	<u>352,394</u>	<u>353,286</u>
<b>Net income</b>	<u><b>78,545</b></u>	<u><b>47,195</b></u>

This page does not form part of the statutory financial statements