

Unique Ways

Charity number 1109413

A company limited by guarantee number 05098716

Annual Report and Financial Statements

for the year ended 31 March 2020



West Yorkshire Community Accounting Service

Unique Ways

Annual Report and Financial Statements for the year ended 31 March 2020

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Prepared by West Yorkshire Community Accounting Service

Unique Ways

Trustees' report for the year ended 31 March 2020

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Oliver Wilby	Chair	
Vikki Darby	Vice-Chair	
Nicholas Wigmore	Treasurer	
Emma Poyser-Buxton		
David Fielden		Resigned January 2020
Marcus Thompson		Appointed July 2019
Alison Fielden		Appointed October 2019
Rachel Hollingworth		Appointed October 2019

Company secretary Shona Walsh

Charity number 1109413 Registered in England and Wales

Company number 05098716 Registered in England and Wales

Registered and principal address

Hanson Lane Enterprise Centre
Hanson Lane
Halifax
HX1 5PG

Bankers

Cooperative Bank
PO Box 250
Delf House
Southway
Skelmersdale

Barclays Bank PLC
1 Churchill Place
London
E14 5HP

Independent examiner

Helen Galvin FCCA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 8 April 2004. It is governed by a memorandum and articles of association, dated 8 April 2004, amended by special resolutions dated 4 April 2005, 11 July 2011 and 29 October 2014. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Unique Ways

Trustees' report (continued) for the year ended 31 March 2020

Objectives and activities

The charity's objects

To provide relief and support to children with disabilities and/or special educational needs, their parents and carers by working in partnership with all agencies providing services and support to said persons with the object of improving services, promoting positive access, social inclusion, protection and wellbeing of such persons.

The charity's main activities

The main activities of Unique Ways fall broadly under the banner of services and activities that have a benefit to and improve outcomes for families of disabled children and young people.

This is principally achieved through the delivery of a range of projects, representing the views of families with statutory agencies and creating services that are based upon needs identified by families of disabled children and young people.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular to work together with the families and carers of disabled children and young people to create positive change in their daily lives.

Achievements and performance

Chairs' Report

I have pleasure in presenting my second Chairs' Report since becoming Chair in 2018.

It has truly been an extraordinary year, in which the Coronavirus pandemic has presented new and unique challenges for us to overcome, and which we have had to face into like many others across the sector.

First of all, I would like to thank our CEO and the staff who continue to offer outstanding support to the families of Calderdale, and to our front line staff for their understanding during a period of furlough in which we had to adapt to the reduced demand with schools being closed. Furthermore, as the schools return, we are expecting to have to deal with pent up demand and so the challenges will continue, but for which I have no doubt we will meet, as we continue to provide a restricted virtual service to our members.

I would further like to thank Sunny Freakley and Lucy Armour, who left us this year, for their fantastic service and wish them all the best in their new ventures. To date we have not replaced these posts as the appropriate thing to do was the re-evaluate our offer to our members, whilst scoping the support that is available in Calderdale to families with disabled children from our voluntary sector partners. As always, the feedback from our members via our Annual Survey is valuable information for the Board of Trustees to consider and act upon.

I am extremely grateful of the assistance provided to me by the Chief Executive, Shona Walsh and I know Shona values the team's continued efforts in supporting our members in the best way possible through the staff team of Martin, Helen, Amanda and Heidi.

In comparison with 2019, we, yet again have seen an increase in demand and delivery of our service offer (despite the pandemic reducing demand during school closures): -

Our Core 'Ordinary Lives Offer

- Sleep Practitioner 80% increase in families helped compared with 2019
- Education (EHCP's) 9% increase
- Education (general) 28% increase
- Self-Advocacy (forms etc.) 17% increase
- Peer Support Sessions 6% increase

Training Courses

In financial year 2019-2020, we put on 7 free courses for our members with 61 participants taking part. In comparison with 2018-2019 we had 10 courses with 89 participants, maintaining a rate of nearly 9 participants per course.

Unique Ways

Trustees' report (continued) for the year ended 31 March 2020

Chairs' Report (continued)

Community Fundraising

Community Fundraising generated £8,060. This equates to runners taking part in the Great Manchester Run and Great North Run and securing sponsorship for us to the value of £3,225, general donations totalling £3,000 and we also raised £200 from in-house raffles and £1,635 from Lloyds staff tea tuck shop.

Membership

At the end of 2019 we had a membership of 628 (due to new GDPR legislation our membership number reduced from 1,249 in 2018). As of March 2020, our membership has risen considerably again and stands at 1,094.

We average approx. 36 new members per month with 360 joining us in a 10 month period for the year reported.

Annual Survey – response rate

Although the number of participants taking part in our annual survey has reduced (163 in 2020, compared with 186 in 2019), our completion rate has increased to 58%, compared with 49% in 2019.

Annual Survey – Satisfaction rate

We always ask the question of our membership “how likely are you to recommend Unique Ways?”. 2019 response was 96% and I’m delighted to say we have a 2% increase to March 2020, taking us to 98% which is just what we like to hear. Our satisfaction rate for the services we provided to our members was 92%.

Finally, especially at such an uncertain time, I value the support and commitment of our staff team, and everybody involved with Unique Ways.

Oliver Wilby, Chair Board of Trustees

Unique Ways

Trustees' report (continued) for the year ended 31 March 2020

Chief Executives' Report

April:

We launched a new pilot service to our members, this being a specifically for to parent carers who have children/young people on the waiting list awaiting a neurodevelopmental assessment. The project has two key elements to it: - (i) Bespoke ASD Training Course (based on our successful 'Insiders' Guide' model) and (ii) ASD specific Peer Support Sessions. We recruited 12 new Trainers to deliver this pilot project.

May:

We were invited to present to a select audience as part of a special event - 'The Lord Lieutenant of West Yorkshire's Tour of Calderdale'. We received positive feedback about our talk as most of the audience were unaware of how Unique Ways supports parent carers in Calderdale. We recruited a new Trustee at this event as he was so inspired by our work.

June:

We supported Carers Week by organising a 'Home Baking' class at the start of the week and ended it by hosting a 'Curry Lunch' for our members.

July/August:

As is the norm, the majority of the team work term time only so we offer a limited service during the school holidays with skeleton cover provided only.

September/October:

We recruited another two new Trustees, both existing parent carers members of Unique Ways. Two members of the team attended the Foundation for Social Improvement Northern Conference in Leeds. This month is also when the majority of preparation for our AGM takes place.

November:

We welcomed nearly eighty guests to our AGM which we hosted at our premises. We were joined by Senior Directors from the Local Authority and the CCG as well as our existing and new members. Feedback received was first class with attendees enjoying the presentations from the staff team. At the AGM one of our original founding members and ex-Chairman stood down as a Trustee which would take effect from January 2020 at the AGM.

December:

Thanks to the kind generosity of the Shay Stadium, we are able to send some volunteers and staff members to their Annual Charity lunch on 5th December held at the Shay Stadium.

January:

This month was busy planning for a conference in February and putting in place some changes to how we operate internally.

February:

This was a really busy month with events.

- Local Authority of the Year Award' We were asked to represent Calderdale during a judges visit to Halifax to gather information for this award.
- 'Find Your Brave'. This was a summit on autism organised by some young people of Calderdale who are autistic. We were present as a Guest Speaker and by having a presence at the 'market place'.
- Family Voice Calderdale (a project of Unique Ways), held their annual conference on 6th February. Again we were heavily involved in the planning and the delivery of the conference. This year the event worked much better as large parts of the day were workshop style.

March:

We were represented at the 'We Are Calderdale' conference on 12th March, attended by over 500 delegates. From Thursday 19th March, the staff team relocated and worked from home due to the coronavirus pandemic.

Shona Walsh, Chief Executive Officer

Unique Ways

Trustees' report (continued) for the year ended 31 March 2020

Financial review

The net income for the year was £3,497, including net income of £4,259 on unrestricted funds and net expenditure of £762 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £52,405.

To ensure the financial viability of the fund and its ability to meet its ongoing commitments we will aim towards maintaining, on average, sufficient reserves to cover approximately three months' expenditure which we have calculated as £50,000 and the long term pension liability of £26,147. We hope to generate more unrestricted income from fundraising, donation and corporate sponsorship with the aim of building our unrestricted reserves back up in order to meet this policy.

Coronavirus impact statement

As the coronavirus pandemic initially impacted on the majority of our face to face services, we were able to access the governments furlough scheme, which enabled us to reduce our staffing costs in the first six months of 20/21 by approximately £13,000. As we move to continue to offer our services virtually, one post has been reduced from 20 to 15 hrs/week due to reduced workload.

We have also:

- Received £10k from the Local Authority Discretionary Grant; this is not restricted and can be used for core costs
- We expect to finish 2020/21 with a strong balance sheet, with unrestricted funds exceeding our 3 months reserves
- Received £88,000 from the NLCF (Extension of the Ordinary Lives Project – towards core and project delivery salaries)
- Produced a budget for current year which is continually updated and presented at regular board meetings for scrutiny
- In discussions now with Local Authority and CCG regarding financial support for next 3 years and changing the funding model to include contributions from both statutory bodies to reflect that we take referrals from both organisations.

We are awaiting responses from the following bids:

- £21,000 from The Morrison's Foundation (Self-Advocacy Role)
- £5,000 The True Colours Trust (Self-Advocacy Project)
- £5,000 Learning Disability England (Self-Advocacy Project)
- £25,000 Disabled People Emergency Fund
- We are also submitting bids to The Fore's Raft Foundation, George A Moore Foundation & the Locala Community Fund.

The Board has assessed the financial position and we are satisfied that the current levels of unrestricted funds, alongside income from the LA and National Lottery place us in a financially viable position.

We anticipate further income from the bids listed above. Furthermore, the Board is satisfied that the organisation has not suffered a financial loss as a result of coronavirus.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

Unique Ways

Trustees' report (continued) for the year ended 31 March 2020

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed..... (Trustee)

Name.....

Date.....

Unique Ways

Independent examiner's report to the trustees of Unique Ways

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2020, which are set out on pages 9 to 20.

Responsibilities and basis of report

As the charity's trustees of the charitable 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 charitable 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 ('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 the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of ACCA which is one of the listed bodies.

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 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.

Signed: Name: Helen Galvin

Relevant professional qualification or body: FCCA

Date:

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Unique Ways

Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2020

	Notes	2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants and donations	(2)	5,268	193,537	198,805	210,940
Contract income		-	-	-	8,201
Other income		2,264	1,183	3,447	385
Bank interest		11	-	11	12
Fundraising income		3,775	-	3,775	5,968
Gift aid received		538	-	538	372
Total income		11,856	194,720	206,576	225,878
Expenditure on:					
Salaries, NIC and pensions	(3 & 4)	(2,045)	137,572	135,527	139,280
Payroll, HR and pension recovery plan charges		1,817	475	2,292	614
Other staffing costs		-	-	-	493
Staff training		50	3,607	3,657	3,028
Consultancy fees		-	6,318	6,318	2,644
Rent and rates		-	15,840	15,840	15,801
Utilities		481	4,036	4,517	4,574
Cleaning and renewals		-	2,096	2,096	1,730
Furniture and equipment		-	-	-	5,491
Insurance		-	698	698	671
Other general running costs		142	1,302	1,444	2,421
Accountancy and independent examination		82	1,368	1,450	1,408
Photocopying		-	2,015	2,015	1,537
Postage and telephones		-	5,634	5,634	6,971
Promotion and publicity		90	3,316	3,406	1,779
Resources		-	535	535	286
Room hire		26	561	587	492
Stationery and office materials		146	5,117	5,263	5,725
Subscriptions		427	396	823	671
Travel and subsistence		154	1,522	1,676	1,846
Governance		614	500	1,114	883
Other operational costs		368	-	368	775
Activities and events		596	2,574	3,170	3,662
Fundraising expenditure		2,225	-	2,225	1,803
Depreciation		3,206	-	3,206	1,067
Total expenditure		8,379	195,482	203,861	205,652
Net income / (expenditure)		3,477	(762)	2,715	20,226
Actuarial gain/(loss) on defined benefit pension scheme		782	-	782	(1,213)
Net movement in funds		4,259	(762)	3,497	19,013
Fund balances brought forward		33,629	32,855	66,484	47,471
Fund balances carried forward	(5)	37,888	32,093	69,981	66,484

All incoming resources and resources expended derive from continuing activities.

Unique Ways
Balance sheet
as at 31 March 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets (6)	11,630	-	11,630	14,836
Total fixed assets	<u>11,630</u>	<u>-</u>	<u>11,630</u>	<u>14,836</u>
Current assets				
Debtors and prepayments (7)	33,339	-	33,339	44,291
Cash at bank and in hand (8)	31,566	88,188	119,754	59,024
Total current assets	<u>64,905</u>	<u>88,188</u>	<u>153,093</u>	<u>103,315</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals (9)	12,500	-	12,500	21,345
Deferred income	-	56,095	56,095	-
Total current liabilities	<u>12,500</u>	<u>56,095</u>	<u>68,595</u>	<u>21,345</u>
Net current assets	<u>52,405</u>	<u>32,093</u>	<u>84,498</u>	<u>81,970</u>
Total assets less current liabilities	<u>64,035</u>	<u>32,093</u>	<u>96,128</u>	<u>96,806</u>
Creditors: amounts falling due after one year	<u>26,147</u>	<u>-</u>	<u>26,147</u>	<u>30,322</u>
Net assets	<u>37,888</u>	<u>32,093</u>	<u>69,981</u>	<u>66,484</u>
Funds				
Unrestricted funds	37,888	-	37,888	33,629
Restricted funds	-	32,093	32,093	32,855
Total funds	<u>37,888</u>	<u>32,093</u>	<u>69,981</u>	<u>66,484</u>

For the year ending 31 March 2020 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Date:

Signed: (Trustee)

Name

Unique Ways

Notes to the accounts

for the year ended 31 March 2020

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated goods for resale are valued at the amount actually realised upon their sale.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Unique Ways

Notes to the accounts

for the year ended 31 March 2020

1 Accounting policies continued

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures, fittings and equipment over 5 years

Pensions

The charity operates a multi-employer defined benefit scheme for the benefit of its employees (see note 4).

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Unique Ways

Notes to the accounts continued for the year ended 31 March 2020

2 Grants and donations	2020	2020	2020	2019
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Calderdale MBC	970	65,936	66,906	57,352
Department for Education	-	15,650	15,650	15,500
National Lottery Community Fund	-	111,951	111,951	101,481
Morrisons Foundation	-	-	-	500
Postcode Community Trust	-	-	-	19,384
The ACT Foundation	-	-	-	7,885
Donations	4,298	-	4,298	8,838
	<u>5,268</u>	<u>193,537</u>	<u>198,805</u>	<u>210,940</u>

3 Staff costs and numbers	2020	2019
	£	£
Gross salaries	122,081	125,347
Social security costs	8,634	9,161
Employment allowance	(3,000)	(3,000)
Pensions	7,812	7,772
	<u>135,527</u>	<u>139,280</u>

The average number employees during the year was 5 (2019: 5). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2020	2019
	£	£
Costs of the scheme to the charity for the year	7,812	7,772
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

Unique Ways
Notes to the accounts
for the year ended 31 March 2020

4 Pension continued

Present values of provision

	31 March 2020 (£s)	31 March 2019 (£s)	31 March 2018 (£s)
Present value of provision	29,540	33,616	35,601

Reconciliation of opening and closing provisions

	Year ending 31 March 2020 (£s)	Year ending 31 March 2019 (£s)
Provision at start of period	33,616	35,601
Unwinding of the discount factor (interest expense)	503	653
Deficit contribution paid	(3,294)	(3,198)
Remeasurements - impact of any change in assumptions	(1,285)	560
Remeasurements - amendments to the contribution schedule	-	-
Provision at end of period	29,540	33,616

Income and expenditure impact

	Year ending 31 March 2020 (£s)	Year ending 31 March 2019 (£s)
Interest expense	503	653
Remeasurements - impact of any change in assumptions	(1,285)	560
Remeasurements - amendments to the contribution schedule	-	-

Unique Ways

Notes to the accounts

for the year ended 31 March 2020

4 Pension continued

Assumptions

	31 March 2020 (£s) % per annum	31 March 2019 (£s) % per annum	31 March 2018 (£s) % per annum
Rate of discount	2.58	1.58	1.93

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

Additional information

The following schedule details the deficit contributions agreed between the company and the scheme at each year end period:

Deficit contributions schedule

Year ending	31 March 2020 (£s)	31 March 2019 (£s)	31 March 2018 (£s)
Year 1	3,393	3,294	3,198
Year 2	3,495	3,393	3,294
Year 3	3,600	3,495	3,393
Year 4	3,708	3,600	3,495
Year 5	3,819	3,708	3,600
Year 6	3,934	3,819	3,708
Year 7	4,052	3,934	3,819
Year 8	4,173	4,052	3,934
Year 9	2,866	4,173	4,052
Year 10	-	2,866	4,173
Year 11	-	-	2,866

The company must recognise a liability measure as the present value of the contributions payable that arise from the deficit recovery agreement and the resulting expense in the income and expenditure account i.e. the unwinding of the discount rate as a finance cost in the period which it arises.

It is these contributions that have been used to derive the companies balance sheet liability.

The liability of £29,540 is shown as a creditor in the accounts and is split between due within one year (£3,393) and more than one year (£26,147).

Unique Ways

Notes to the accounts continued for the year ended 31 March 2020

5 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Elland Round Table	1,000	-	-	1,000
Awards for All	1,160	-	828	332
Big Lottery (1)	8,006	111,951	112,473	7,484
Big Lottery (2)	15,000	-	500	14,500
Greggs Foundation	1,964	-	-	1,964
Morrisions Foundation	1,963	-	-	1,963
Postcode Community Trust	3,762	-	-	3,762
CMBC - ASD Support	-	10,412	10,412	-
CMBC - Childrens Fund	-	12,858	12,858	-
CMBC - CCG Funding	-	18,867	18,867	-
CMBC - SEND Reforms	-	24,983	24,983	-
DFE	-	15,650	14,561	1,089
	<u>32,855</u>	<u>194,720</u>	<u>195,482</u>	<u>32,093</u>

Fund name

Purpose of restriction

Elland Round Table	For promotional materials.
Awards for All	To purchase capital equipment.
Big Lottery (1)	For the 'Ordinary Lives' project.
Big Lottery (2)	For 'Building Capabilities'.
Greggs Foundation	For the sensory toy library.
Morrisions Foundation	For the sensory toy library.
Postcode Community Trust	For the sensory toy library.
CMBC - ASD Support	To support Parents and Carers with children and young people on the Neurodevelopmental Pathway.
CMBC - Childrens Fund	To deliver agreed objectives as per the partnership agreement.
CMBC - CCG Funding	To increase independent supporters capacity.
CMBC - SEND Reforms	For the delivery of courses and towards strategic influence.
DFE	Towards the parent carer participation programme.

Unique Ways
Notes to the accounts continued
for the year ended 31 March 2020

6 Tangible assets	Fixtures and fittings	Total
	£	£
<u>Cost</u>		
At 1 April 2019	18,278	18,278
Additions	-	-
Disposals	-	-
At 31 March 2020	<u>18,278</u>	<u>18,278</u>
<u>Depreciation</u>		
At 1 April 2019	3,442	3,442
Charge for year	3,206	3,206
At 31 March 2020	<u>6,648</u>	<u>6,648</u>
<u>Net book value</u>		
At 31 March 2020	<u>11,630</u>	<u>11,630</u>
At 31 March 2019	<u>14,836</u>	<u>14,836</u>
7 Debtors and prepayments	2020	2019
	£	£
Debtors	30,645	38,168
Prepayments	2,694	6,123
	<u>33,339</u>	<u>44,291</u>
8 Cash at bank and in hand	2020	2019
	£	£
Current account	113,292	51,366
Deposit accounts	6,092	6,081
Cash in hand	370	1,577
	<u>119,754</u>	<u>59,024</u>
9 Creditors and accruals	2020	2019
	£	£
Creditors	9,604	19,187
Accruals	2,896	2,158
	<u>12,500</u>	<u>21,345</u>

Unique Ways

Notes to the accounts continued for the year ended 31 March 2020

10 Related party transactions

Trustee expenses

During the year 1 trustee was paid a total of £66 in respect of travel (previous year: no trustees were paid any expenses).

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Chief Officer. The total employee benefits received by the Chief Officer were £41,836 (previous year: £41,020).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

11 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	Telephone System	Photocopier	Rent
		£	£
Within one year	726	770	1,320
In the second to fifth years inclusive	2,062	770	-
	<u>2,788</u>	<u>1,540</u>	<u>1,320</u>

Unique Ways

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
Income						
Grants and donations	5,268	9,338	193,537	201,602	198,805	210,940
Contract income	-	8,201	-	-	-	8,201
Other income	2,264	385	1,183	-	3,447	385
Bank interest	11	12	-	-	11	12
Fundraising income	3,775	5,968	-	-	3,775	5,968
Gift aid received	538	372	-	-	538	372
Total income	11,856	24,276	194,720	201,602	206,576	225,878
Expenditure						
Salaries, NIC and pensions	(2,045)	3,525	137,572	135,755	135,527	139,280
Payroll, HR and pension charges	1,817	173	475	441	2,292	614
Other staffing costs	-	493	-	-	-	493
Staff training	50	-	3,607	3,028	3,657	3,028
Consultancy fees	-	-	6,318	2,644	6,318	2,644
Rent and rates	-	225	15,840	15,576	15,840	15,801
Utilities	481	1,568	4,036	3,006	4,517	4,574
Cleaning and renewals	-	1,659	2,096	71	2,096	1,730
Furniture and equipment	-	83	-	5,408	-	5,491
Insurance	-	-	698	671	698	671
Other general running costs	142	440	1,302	1,981	1,444	2,421
Accountancy and independent exam	82	1,408	1,368	-	1,450	1,408
Photocopying	-	-	2,015	1,537	2,015	1,537
Postage and telephones	-	1,675	5,634	5,296	5,634	6,971
Promotion and publicity	90	20	3,316	1,759	3,406	1,779
Resources	-	-	535	286	535	286
Room hire	26	-	561	492	587	492
Stationery and office materials	146	1,415	5,117	4,310	5,263	5,725
Subscriptions	427	313	396	358	823	671
Travel and subsistence	154	225	1,522	1,621	1,676	1,846
Governance	614	848	500	35	1,114	883
Other operational costs	368	275	-	500	368	775
Activities and events	596	1,097	2,574	2,565	3,170	3,662
Fundraising expenditure	2,225	1,803	-	-	2,225	1,803
Depreciation	3,206	1,067	-	-	3,206	1,067
Total expenditure	8,379	18,312	195,482	187,340	203,861	205,652
Net income / (expenditure)	3,477	5,964	(762)	14,262	2,715	20,226
Transfers between funds	-	13,556	-	(13,556)	-	-
Actuarial gain/(loss) on defined benefit pension scheme	782	(1,213)	-	-	782	(1,213)
Net movement in funds	4,259	18,307	(762)	706	3,497	19,013
Fund balances brought forward	33,629	15,322	32,855	32,149	66,484	47,471
Fund balances carried forward	37,888	33,629	32,093	32,855	69,981	66,484