

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST MARCH 2009**

BERKSHIRE AUTISTIC SOCIETY

**CHARITY REGISTRATION No: 1076217
COMPANY REGISTRATION No: 3750656**

Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
Walberton
West Sussex
BN18 0AS

**BERKSHIRE AUTISTIC SOCIETY
(A COMPANY LIMITED BY GUARANTEE)**

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**BERKSHIRE AUTISTIC SOCIETY
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MARCH 2009**

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1076217
COMPANY REGISTRATION NUMBER	3750656
START OF FINANCIAL YEAR	1st April 2008
END OF FINANCIAL YEAR	31st March 2009
DIRECTORS AT 31st March 2009	Valerie Burry Sharon Carrigan Jane May Malcolm Kempton Ann Taylor
COMPANY SECRETARY	
REGISTERED ADDRESS	197 Oxford Road Reading RG1 7UZ
DATE OF INCORPORATION	12th April 1999
GOVERNING DOCUMENT	Memorandum and Articles of Association
BANKERS	The Royal Bank of Scotland Plc Reading Branch Brunel House 17-27 Station Road Reading RG1 1LG
ACCOUNTANTS	Independent Examiners Ltd Sovereign Centre Poplars Yapton Lane Walberton West Sussex BN18 0AS
OBJECTS	The relief of school age and pre-school age children and adults suffering from autism, autistic-related problems and challenging behaviour and resident in Berkshire.



Berkshire Autistic Society

Ground Floor 197 Oxford Road, Reading, Berkshire, RG1 7UZ

Help line: (0118) 959 4594

Registered Charity No 1076217

E mail contact@autismberkshire.org.uk

Website www.autismberkshire.org.uk

TRUSTEES REPORT - 2008/9 YEAR

Reference and Administrative details

The Berkshire Autistic Society is a registered charity and a Company limited by Guarantee, both under the name of Berkshire Autistic Society. Our principal office is at Ground Floor, 197, Oxford Road, Reading, Berkshire RG1 7 UZ. We also have a small office in Windsor which is used for administration and website editing purposes.

The current Trustees are Valerie Burry, Sharon Carrigan, Malcolm Kempton, Jane May and Ann Taylor. All trustees are members of the BAS Committee.

Structure, management and governance

BAS has Memorandum of Association and Articles of Association setting out its structure and functioning.

The current trustees are all members of the Society, and were appointed by previous or current existing trustees and by members attending our AGM. All trustees receive offers of ongoing trustee training through attending external courses where appropriate and by keeping informed of relevant changes and practises from a variety of sources.

The Management Committee is made up of 9 members, drawn from a variety of relevant work and personal backgrounds covering the 6 unitary authorities of Berkshire. It meets every month. Its' key responsibilities include setting the strategy, agreeing policies, making non day to day decisions, appointing staff, approving major expenditure and monitoring the finances of the Society. Reports are submitted to the Committee and, after discussion, decisions are made by consensus.

BAS aims to work closely with other organisations relating to autism. This includes the National Autistic Society as well as local groups, such as WASP Parents, Mencap and the West Berkshire branch of the NAS. BAS also works extensively with local providers of services and statutory authorities.

Risk management and mitigation

The Committee operates risk management, at its meetings, by reviewing current activities and events and by looking ahead to future possible issues arising.

The traditional key risks of income (all income has to be raised by fundraising) and demand exceeding our supply of services continue to be lower than usual. This is primarily due to the 3 year Lottery grant that we were awarded in 2006. The Lottery grant, along with continued fundraising, has delivered security to, and expansion of, both our base operations and other activities.

We Have Been Helped by a
Core Funding Grant



We Have been helped by a grant
from Royal Borough of Windsor & Maidenhead

Berkshire Autistic Society (BAS) is a support and action group for children and adults with Autistic Spectrum Disorders. It provides help, advice, and information to parents and professionals, working towards improved education, respite care, leisure facilities for all, and raising awareness and understanding in the wider community.

Berkshire Autistic Society (BAS) Registered Office Ground Floor, 197 Oxford Road, Reading, RG1 7UZ.

A company limited by guarantee (No: 03750656).

Objectives and activities

Our aim remains 'to improve the quality of life of people with an Autistic Spectrum Disorder (ASD)'. BAS provides help, advice and support on a wide range of matters, including education, benefits, employment, diagnosis, and disability rights.

BAS have continued to support members, families and professionals through a variety of activities and services. Our key activities include: -

Local Support groups – two groups run monthly

Helpline – open to all for information and support, Monday – Friday all year

Newsletter – issued 6 x pa with BAS information and updates on regional and national developments

Fact file – source of local ASD friendly services, rights and provisions,

Social and Leisure activities – wide range run for children, adults and families

Speaker events – monthly programme well established

Awareness events - wide range including tin shakes and training events

Lobbying service providers – working with providers and lobbying for increased provision

We are well supported in our work by our volunteers. Some undertake regular work in the office, some do fundraising, others help out at events and some attend meetings representing BAS.

Achievements and performance

We are pleased to report that we have had another successful year with significant progress being achieved on a wide variety of fronts. We are reaching out successfully to people and our membership has risen to nearly 500, an all time high for BAS.

We continue to operate extended office hours and weeks and our services are used all year round by members contacting us through our helpline service and/or via email. We have continued our work experience opportunity programme by taking on two more ASD adults for short term work placements in our office.

We have also continued our increased our social and leisure programme with over 380 people enjoying our children and family outings and activities. We run two adult social groups – in Reading and in the east of the area. Both are extending their remit and are giving Asperger adults valuable opportunities to develop social skills and to broaden their social life. Activities have included helping at the Reading Marathon, working on our fundraising event at a local open garden day, Social skills training being run, 2 work workshops held as well as the usual diary of dinners and social activities. Numbers attending our now well established monthly speaker events have grown from 150 two years ago to over 450 in the last year.

We continually lobby service providers – activities include attending meetings, organising events, working together on developments and giving considered and informed input to consultations. Despite having 6 local unitary authorities and only a small team of staff and volunteers we have a presence in all of them (through Disability Partnerships Boards, Children's Services, Social Services etc) except Bracknell (which is a target for the current year). We also have critical relationships with Health, Connexions, Job centre Plus, local colleges and others.

We constantly work at raising community awareness and acceptance of ASD. We organise publicity, through our press releases and by giving media interviews and speak to thousands at fundraising and social events. We held a very public celebration of World Autism Awareness Day – sending off 1000 balloons in Reading. We have run several autism awareness training sessions for community groups,

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including scouts, schools, Rotary Clubs and duty solicitors and for professionals including casualty doctors, council teams and Thames Valley University.

Thanks to the dedication and efforts of our staff, volunteers and the management committee BAS continues to offer a responsive, caring, high quality and unique service. The Trustees are very grateful to everyone that helps BAS to improve the quality of life for those with an ASD.

Financial Review

The 2008/9 year resulted in us maintaining a healthy surplus, primarily due to the Big Lottery fund monies being received and activities being developed.

The 2009/10 year has had a strong start with expenses lower than income. By far our largest source of income is the Lottery grant but we continue to successfully fund-raise in a variety of ways, including applying to local and national grant making bodies and local authorities and by our own activities of tin shakes, fair stalls and events and receiving donations. The BLF grant ends in Autumn 2009 and we have already employed a fundraiser to increase our fundraising successes, three or four fold levels of a few years ago, to enable us to continue running our wider service and to continue to grow beyond that.

Reserves Policy

The Management Committee have established a policy of unrestricted funds not committed, or invested in tangible fixed assets held by the Charity, of 3-6 months of resources expended, which currently is between £30 - 50,000.

We are currently comfortably above this minimum and have sufficient to cover the activities of the Society in the event of a slow start to our fundraising efforts. We continue to hold our reserves in a high interest bearing account. Reserves are reviewed quarterly. We have no investments in any banks currently affected by the 'credit crunch'. We have always operated a low risk banking strategy and plan to continue doing so.

Future Plans

2009/10 – Our main priority is to continue our core activities, delivering information and support and increasing awareness of ASD. A key activity will be fundraising to support our activities and services. 2010 is also our 20 Year Anniversary and we have ambitious plans to celebrate this event which also deliver income for us and increase awareness of BAS and ASD.

We will continue to lobby and work with others to provide appropriate and accessible services to meet the needs of all people with an ASD.

Approved by the Trustees on01/12/.....2009 and signed on their behalf by:

.....
Jane May (Chairman)

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BERKSHIRE AUTISTIC SOCIETY
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2009

Incorporating income and expenditure account

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2009/2008 £	TOTAL 2008/2007 £
INCOMING RESOURCES						
Incoming Resources from Generated Funds						
Voluntary Income	3a	16,566	-	197	16,763	17,073
Activities for Generating Fund:	3b	3,713	-	4,399	8,112	4,670
Investment Income	3c	1,169	-	144	1,313	2,242
Incoming Resources from Charitable Activities	3d	9,991	-	81,178	91,169	83,846
Other Incoming Resources	3e	156	-	81	237	1,567
TOTAL INCOMING RESOURCES		31,595	-	85,999	117,594	109,398
RESOURCES EXPENDED						
Costs of Generating Funds						
Costs of Generating Voluntary Income	4a	162	-	30	192	6,354
Fundraising Trading Costs	4b	1,774	-	14,437	16,211	4,346
Investment Management Costs	4c	-	-	-	-	-
Charitable Activities	4d	13,912	-	84,616	98,528	92,053
Governance Costs	4e	1,000	-	-	1,000	2,071
TOTAL RESOURCES EXPENDED		16,848	-	99,083	115,931	104,824
NET INCOMING/ (OUTGOING) RESOURCES		14,747	-	(13,084)	1,663	4,574
Total Funds Brought Forward		80,272	-	9,015	89,287	84,713
TOTAL FUNDS CARRIED FORWARD		95,019	-	(4,069)	90,950	89,287

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 8 to 13 form part of these financial statements.

**BERKSHIRE AUTISTIC SOCIETY
(A COMPANY LIMITED BY GUARANTEE)**

**BALANCE SHEET
AS AT 31ST MARCH 2009**

	Note	Unrestricted Funds £	Restricted Funds £	31-Mar-09 Total £	31-Mar-08 Total £
Fixed Assets					
Tangible assets	2	81	3,488	3,569	3,626
Current Assets					
Stocks		1,532	-	1,532	1,510
Debtors	7	1,666	10	1,686	2,185
Cash at bank and in hand		89,837	16,012	105,849	98,339
Total Current Assets		93,035	16,022	109,067	102,034
Creditors: amounts falling due within one year	8	5,419	16,267	21,686	16,373
NET CURRENT ASSETS		87,616	(245)	87,381	85,661
TOTAL ASSETS less current liabilities		87,697	3,243	90,950	89,287
Creditors: amounts falling due in more than one year		-	-	-	-
NET ASSETS		87,697	3,243	90,950	89,287
Funds of the Charity					
General Funds		95,019	-	95,019	80,272
Designated Funds		-	-	-	-
Restricted Funds		-	(4,069)	(4,069)	9,015
Total Funds		95,019	- 4,069	90,950	89,287

The Directors have:

- taken advantage of the Companies Act 1985 in not having these Accounts audited under Section 249A(1) (Total Exemption).
- confirmed that no notice has been deposited under Section 249B(2) of the Companies Act 1985.
- acknowledged their responsibilities for ensuring that the Company keeps accounting records which comply with Section 221 of the Companies Act 1985.
- acknowledged their responsibilities for preparing Accounts which give a true and fair view of the Company as at the end of the year and of its surplus or deficit for the financial year in accordance with the requirements of the Companies Act 1985, so far applicable to the Company.
- taken advantage of the exemptions conferred by part III of schedule 8 of the Companies Act 1985 on the basis that the Company, in their opinion, qualifies as a small company.

Approved by the Directors on 01.12.09 and

Signed on their behalf by , Trustee

**BERKSHIRE AUTISTIC SOCIETY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2009**

1. ACCOUNTING POLICIES

Incoming Resources

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the Directors are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

Incoming Resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

Grants and Donations

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

Tax reclaims on Donations and Gifts

Incoming resources from tax reclaims are included in the SOFA in the same financial period as the gift to which they relate.

Contractual Income and Performance Related Grants

This is only included in the SOFA once the related goods or services has been delivered.

Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

Donated Services and Facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer Help

The value of any voluntary help received is not included in the accounts but is described in the Directors' annual report.

Investment Income

This is included in the accounts when receivable.

Investment gains and losses

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the Directors' meetings and cost of any legal advice to Directors on governance or constitutional matters.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

**BERKSHIRE AUTISTIC SOCIETY
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2009**

Changes in Accounting policies and previous accounts

There has been no change to the accounting policies (variation rules and methods of accounting) since last year, and no changes to the previous accounts.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Assets

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at Directors' best estimate of market value.

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a straight line basis over their estimated useful lives. The rates applied per annum are as follows:

Office Equipment 20%

No depreciation is charged to freehold property as the property is maintained to such a standard that the estimated residual value is not less than cost.

Basis of preparation:

The financial statements have been prepared on the historical cost basis of accounting in accordance with the Charities Act 1993 and in accordance with applicable accounting standards. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005.

2. TANGIBLE FIXED ASSETS

		Unrestricted £	Restricted £	Total £
EQUIPMENT				
Cost	1st April 2008	14,682	4,659	19,341
Additions			1,104	1,104
Cost at	31st March 2009	14,682	5,763	20,445
Depreciation	1st April 2008	14,520	1,194	15,714
Charge		81	1,081	1,162
Depreciation at	31st March 2009	14,601	2,275	16,876
Net Book Value	31st March 2009	81	3,488	3,569
Net Book Value	31st March 2008	161	3,465	3,626

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31st March 2009 : None

31st March 2008: None

**BERKSHIRE AUTISTIC SOCIETY
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2009**

3. INCOMING RESOURCES	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2009/2008 £	TOTAL 2008/2007 £
a) Voluntary Income					
Donations	13,167		197	13,364	14,207
Deeds of Covenant	3,399		-	3,399	2,866
	16,566	-	197	16,763	17,073
b) Activities for Generating Funds					
Fundraising and Collections	3,713	-	4,399	8,112	4,670
	3,713	-	4,399	8,112	4,670
c) Investment Income					
Bank Interest	1,169	-	144	1,313	2,242
	1,169	-	144	1,313	2,242
d) Incoming Resources from Charitable Activities					
Sales of Charitable Merchandise	1,902	-	-	1,902	2,004
Fees Charged	-	-	2,982	2,982	2,730
Membership Subscriptions	6,818	-	-	6,818	6,139
Grants:					
Reading Bor.Council & Greenham Common Trus	1,271	-	-	1,271	738
Big Lottery Fund	-	-	70,563	70,563	59,998
Slough Borough Council	-	-	4,333	4,333	667
Bayliss & Co- Maidenhead Advertiser	-	-	-	-	-
Aiming High	-	-	3,300	3,300	-
Wokingham District Council	-	-	-	-	530
West Berkshire District Council	-	-	-	-	540
WBWM	-	-	-	-	500
Royal Borough of Windsor & Maidenhead	-	-	-	-	10,000
	9,991	-	81,178	91,169	83,846
e) Other Incoming Resources					
Other Income	156	-	81	237	50
Misc income	-	-	-	-	1,517
	156	-	81	237	1,567

**BERKSHIRE AUTISTIC SOCIETY
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2009**

4. RESOURCES EXPENDED

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2009/2008 £	TOTAL 2008/2007 £
a) Costs of Generating Voluntary Income					
Just Giving Fees	157		-	157	-
Thank You Gifts	5		30	35	-
	162	-	30	192	-
b) Fundraising Trading Costs					
Children's Entertaining & Events	-		9,104	9,104	2,574
Books/Goods for Resale	715		-	715	1,772
Stock Adjustment	(22)		-	(22)	-
Gulshan Fundraising Dinner 14th Sept.2008	330		-	330	-
Equipment Hire			314	314	-
Hall Hire	-		2,370	2,370	-
Misc. Project Costs	20		195	215	-
Event Refreshment Costs	-		1,417	1,417	-
World Autism Awareness Day 2009	525		-	525	-
Prizes	15		-	15	-
Duck Derby	-		15	15	-
Other Event Costs	157		1,022	1,179	-
Fundraising	34		-	34	-
	1,774	-	14,437	16,211	4,346
c) Investment Management Costs					
	-		-	-	-
	-		-	-	-
	-		-	-	-
	-		-	-	-
	-		-	-	-
d) Charitable Activities					
Insurance	1,263		-	1,263	1,192
Premises Costs	6,277		6,000	12,277	12,756
Staff Training	168		2,469	2,637	3,790
Travelling	74		979	1,053	1,279
Subscriptions	35		13	48	148
Depreciation	81		1,081	1,162	1,119
Computer Costs	1,304		-	1,304	2,010
Professional Fees	6		2,880	2,886	1,997
Salaries	-		62,312	62,312	59,746
Sundry Expenses	660		-	660	267
Telephone	1,163		40	1,203	926
Printing, Stationery & Postage	2,881		6,567	9,448	6,823
Recruitment Costs			2,275	2,275	-
	13,912	-	84,616	98,528	92,053
e) Governance Costs					
Reporting Accountants Fee	1,000			0	2,071
				-	-
				-	-
	1,000	-	-	1,000	2,071

BERKSHIRE AUTISTIC SOCIETY
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NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31st MARCH 2009

5. TOTAL RESOURCES EXPENDED

	Staff Costs £	Other Costs £	Depreciation £	Total Cost 31-Mar-09 £	Total Cost 31-Mar-08 £
Cost of Generating Funds		8,883		15,237	6,354
Direct Charitable Expenditure	62,312	42,574	1,162	106,048	96,399
Governance		1,000		3,071	2,071
Total	62,312	52,457	1,162	124,356	104,824

6. RESTRICTED FUNDS

	Balance 01-Apr-08 £	Income £	Expenditure £	Balance 31-Mar-09 £
Big Lottery Project	204	78,367	(82,848)	(4,277)
Windsor Maidenhead Project	8,549	-	(8,549)	-
Special Project	260	-	(65)	195
Slough Borough Council	2	4,333	(4,322)	13
Aiming High	-	3,300	(3,300)	-
	9,015	86,000	(99,084)	(4,069)

- Big Lottery Project :** This is a three year project funded by the Big Lottery Fund. The Project is designed to expand and enhance the work of the society.
- Windsor Maidenhead Project:** The Royal Borough of Windsor & Maidenhead have provided funding to set up services for adults with asperger syndrome in the Windsor and Maidenhead area.
- Special project:** A donation was received last year which is to be spent on a specific item.
- Slough Borough Council:** Six months funding to set up services in the Slough area.
- Aiming High:** This is a Government approved strategy which gives parents of disabled children short breaks away.

The restricted funds are wholly represented by cash reserves of the charity
The deficit is due to be met by further income due in the next financial period.

7. DEBTORS AND PREPAYMENTS

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-09 £	Total 31-Mar-08 £
Prepayments	1,676	10	1,686	2,185
	1,676	10	1,686	2,185

8 CREDITORS AND ACCRUALS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-09 £	Total 31-Mar-08 £
Accruals	5,419	1,198	6,617	3,326
Deferred Income	-	15,069	15,069	13,047
	5,419	16,267	21,686	16,373

**BERKSHIRE AUTISTIC SOCIETY
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31st MARCH 2009**

	Unrestricted Fund	Restricted Fund	Total 31-Mar-09	Total 31-Mar-08
9. FEES FOR EXAMINATION OF THE ACCOUNTS				
Independent examiner's fees for reporting on the accounts	1,000		1,000	2,071
	<u>1,000</u>	<u>-</u>	1,000	2,071

10. STAFF COSTS AND NUMBERS

	31-Mar-09 £	31-Mar-08 £
Gross Wages and Salaries	59,243	56,546
Employer's National Insurance Costs	3,069	3,200
Pension Contributions		
	<u>62,312</u>	<u>59,746</u>

Employees who were engaged in each of the following activities:

	31-Mar-09 TOTAL	31-Mar-08 TOTAL
Costs of generating funds/fund raising		
Activities in furtherance of organisation's objects	7	8
Supporting programmes		
Management and administration		
Other		

No employees received emoluments in excess of £60,000. Staff are paid through the PAYE system.

11. DIRECTORS AND OTHER RELATED PARTIES

	31-Mar-09	31-Mar-08
Number of Directors who were paid expenses		
Total amount paid	<u>£ -</u>	<u>-</u>

No payments were made to directors or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

12. RISK ASSESSMENT

The Directors actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Directors have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

13. RESERVES POLICY

The directors have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The directors will endeavour not to set aside funds unnecessarily.

14. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.