

**Annual Report and Financial Statements
For The Year Ended 31st March 2020**

**BOSP
BRIGHTER OPPORTUNITIES
FOR SPECIAL PEOPLE**

(A Company Limited by Guarantee)



Charity Registration No. 1107392

Company Registered in England and Wales No. 5284004



Report of the Trustees for the year ended 31st March 2020

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BOSP is dedicated to improving the lives of children and young people who have complex disabilities or life-limiting conditions through fully supported social activities, whilst relieving family pressures by providing much needed respite away from the home



@BOSPCharity



@BOSPEssex

The BOSP Office, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Basildon, Essex SS16 4UH

01268 553117 | enquiries@bosp.co.uk | www.bosp.co.uk

Registered Charity No. 1107392



BOSP Brighter Opportunities for Special People

Report of the Trustees for the year ended 31st March 2020

The Trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31st March 2020, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable to UK and Republic of Ireland (FRS 102) (effective 1st January 2015).

Chairman's Review

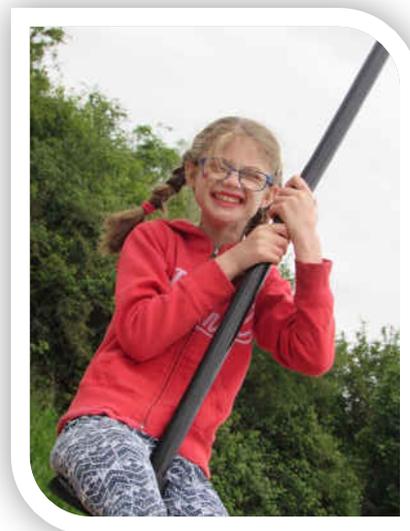
This, our 29th year, has been another successful and exciting period, with further development of our organisation, new services introduced, and external recognition and validation of the services we deliver to those most in need.

Building upon the successful appointment of our new CEO last year, and our plans for an expansion of the services we offer, we decided to create the new position of BOSP Services Manager. We were pleased to promote Sarah Pearce, BOSP's Family Liaison Worker, to this new position that has overall responsibility for delivery of our growing number of services. Sarah will work closely with both the service delivery team and other management to ensure our services are developed, and delivered, in line with BOSP's business plan, and meet the needs of our service users.

Our new BOSP Tots group has been a resounding success, with tremendous outcomes being achieved in terms of reduced isolation and increased social interaction, communication and confidence of both parent and babies/toddlers. Successful signposting and advice have resulted in hugely positive changes and improved well-being.

Our Walk-With-Ups programme has been developed from our peer support group that met in Wat Tyler Park. The benefits of gentle exercise, along with the opportunity to talk to other families who really understand the demands of caring for a child with additional needs, can help reduce anxiety and improve mental health.

We have successfully delivered satellite services throughout South West Essex for many years, but our long-term aim is for us to have own premises. Such is the demand for our help that we are working hard to acquire the necessary funds to enable us to expand permanently our services from weekends and school holidays to delivering services seven days a week. In the meantime, we are renting excellently located premises in Pitsea to enable us to deliver our new Skills 4 Life programme. This is designed to develop confidence, communication and independence in young people not attending full-time education, in order to prepare them for volunteer and work placements and eventual supported living.





External recognition and validation of the outstanding provision we provide is always gratifying. We had a very successful OFSTED inspection in January, with the inspector noting the efficiency and effectiveness of the day-to-day organisation, the high satisfaction of the parents with the provision and the high standard of the staff's work in partnership with parents and other professionals to meet the needs, and support the development of, the children who attend. Later in the year it was a huge honour for BOSP to be nominated for, and to win, the "Teams of Pride" Prize Category at the Pride of Essex Awards, in recognition of the work BOSP does.

The 2019/20 Accounts evidence the sound financial management of BOSP, where the trustees review actual income and expenditure against budgets at each trustee meeting to ensure that our financial position is sustainable. The trustees continue to keep BOSP's Governance practices under

review and ensure that our policies are regularly reviewed and updated.

The importance of strong governance and our financial position came to the fore when the COVID-19 pandemic brought with it uncertainty and the requirement for us temporarily to cease delivery of our face-to-face activities and furlough some of our service delivery and administrative staff. We quickly redirected our efforts into providing outreach and on-line support for our families, supplemented with face-to-face assistance for emergencies or for those most in need. After much preparation and planning we were ready to resume delivery of some of our traditional activities in a "Covid Secure" manner once Government restrictions were relaxed during the summer.

In the light of these challenges, I am extremely proud of the strong workforce and fellow trustees at BOSP, whose endeavours have not only enabled BOSP to maintain its services during this past year but also enabled it to expand, providing more help to more families in need.

I would also like to give my heartfelt thanks to our supporters for their commitment, in that they have continued to donate in the knowledge that the one thing that hasn't changed during this time is our dedication to help families across South Essex and surrounding areas who have children and young people with disabilities.

Peter Davies - Chairman





Objectives and Activities

Profound learning disabilities and critical illnesses blight young lives and put great stress on the family unit. Disabled and very ill children face discrimination and substantial barriers to participation in mainstream activities, resulting in the whole family becoming marginalised and vulnerable to depression, family breakdown and social exclusion.

BOSP's vision is to provide a range of fully supported, high-quality leisure and respite services to children and young people with learning and physical disabilities and their families. BOSP supports the government's inclusion agenda and strives to help families lead an active and 'ordinary' life. BOSP aims to offer children and young people with learning and physical disabilities access to the same leisure activities and opportunities as their peers, allowing them to develop independence, self-esteem and social skills in a supportive environment.

BOSP offers a wide range of regular clubs and activities at weekends, evenings and during school holidays.

A summary of the main objectives of the Charity is: -

- a) *the relief of children and young people with special needs by the provision of recreational activities to improve the quality of life of such children and young people*
- b) *the relief of parents, carers and families of children and young people with special needs through the provision of support and respite*

To achieve its objectives, BOSP will:

- Deliver a premium service that combines matched care support with a high Support Worker to child/young person ratio, that is accessible and affordable to families
- Ensure that children, young people and their families are at the centre of our services
- Ensure that the Charity meets the needs of its service users
- Provide safe and appropriately risk assessed services
- Ensure that a highly skilled staff team are enabled to work productively and securely within a healthy, supportive and professional environment
- Maximise opportunities for collaboration, partnership and joint working with other organisations in the area
- Ensure that our services are provided to families based on need, fairness and that our commitment to diversity is evident
- Ensure that the consultation, planning, delivery and evaluation of services are maintained effectively and efficiently to enable continuous improvement
- Ensure that the Charity can adapt to changing circumstances
- Make certain our fundraising strategy continues to access a variety of funding streams, thereby ensuring the Charity's sustainability and longevity



Services and Support

The following clubs and support services were provided by BOSP in the year ended 31st March 2020:

Saturday Club

BOSP's Saturday Club is run out of the Pioneer School in Basildon. The fantastic facilities allow us to provide children and young people with the consistency on which so many thrive. Children and young people have the opportunity to go swimming in the hydrotherapy pool where our trained lifeguards for the disabled ensure that the environment safely caters for the individual. There are interactive soft-play rooms, a sensory garden, an adventure playground and an opportunity to try cooking, arts and crafts and messy play. BOSP also hires qualified outside specialists to provide activities such as sports coaching and music therapy.



Let's Connect

'Let's Connect' Club enables young people to meet and socialise in the community.

Our Support Workers, who work alongside the young people, are regarded more as peers than carers which helps to foster the young people's social and communication skills, allowing them to practise life skills, such as handling money, decision making or road safety. Activities included restaurant meals, bowling, cinema, laser tag, theatre trips, Base Jump, Legends, Skaterz, Sealife Centre, Adventure Island, Mr Mulligans Indoor Crazy Golf and pottery painting.

Holiday Club

The school holidays can be a period of high stress for our families, due to the change in the child or young person's routine and lack of social opportunities to mix with peers. BOSP's Holiday Clubs provide a variety of social opportunities to provide children and young people with the consistency they need. The Pioneer School is our base for most of our Holiday Clubs, providing a wide range of stimulating activities. In addition to core activities such as hydrotherapy, sensory activities and adventure playgrounds, experts are brought in from different fields to deliver diverse and exciting activities, including music therapy, emergency services, magic shows and animal therapy. Holiday Club outings included visits to Old Macdonald's Farm, Wat Tyler Country Park, Woodland Warriors, Wickford CLC, sensory workshop, bowling, Adventure Island, cinema, Legends, pottery painting, and The Hub at Hadleigh Country Park.





Whizzy Woodland Away Days

Our woodland scheme takes place during school holidays at the Thriftwood Scout Camp in Brentwood. This club gives children and young people the opportunity to experience inclusive outdoor activities, something many of our children and young people rarely have the opportunity to try. Exciting activities included abseiling and wall climbing, assault courses, Splats circus, music therapy, Glastonbabies, The Greatest Showman Theatre session, Bubble Workshop, teddy bear making, slime workshops, BBQ's, water roller, archery, Inflata-bull, Animal workshop and mobile zoo, woodland walks, treasure hunts, festive parties and Story Frog sensory workshops. These activities help to increase the children's and young people's self-esteem and challenge the perception they have of themselves. With different activities each day, children and young people grow in confidence and learn new skills in a natural environment, while having lots of fun.



Chill Zone

Chill Zone is our 'Out & About' club for young people aged 18+, aimed at promoting independence through decision making, social skills and travel training on public transport. Activities included meals out, Brentwood crazy golf, Annie, Cirque Berserk, Dick Whittington, Colchester Zoo, Legends, Bowling, Skaterz, Caddies Crazy Golf, Go-Karting, Canalability, BBQ & pizza making, Flip out and Billericay Fireworks.

The young people are actively involved in deciding in which activities they would like to participate and BOSP endeavours to incorporate these into its planning.

BOSP Bounce

BOSP Bounce is our trampoline club for children and young people aged 8+, aimed at having fun with friends whilst increasing confidence, fitness and muscle strength. Families stay on site for these sessions, which provides opportunity for them to meet and socialise with other BOSP families.

Come & Swim

Our Come & Swim sessions enable families to bring their child to a hydrotherapy session on a Saturday afternoon and during the school holidays whilst providing the opportunity to discuss concerns around transition with our Family Liaison Worker and other families.





Walk-With-Us

Our Walk-With-Us sessions enable parents and carers to combine low impact exercise with peer support to help improve physical fitness and well-being. These sessions involve a gentle walk around Wat Tyler Country Park, light refreshments and the opportunity to talk to other parents, carers and BOSP Support Workers / Family Liaison Worker.

BOSP Tots

Our BOSP Tots sessions are open to parents, carers and grandparents of babies and children age 4 and under with any kind of additional need or disability. BOSP has exclusive use of a pre-school room, soft play equipment, sensory room and garden for children to play, while providing parents, carers and grandparents the opportunity to meet with others facing similar challenges and to receive help and advice from our specialist staff.



Family Support & Liaison

Our family support and liaison service offers one-to-one support and facilitation of a peer support group at our Come & Swim sessions and at Wat Tyler Country Park, to families transitioning from child to adult services, giving family members the opportunity to talk through their concerns and difficulties, respite and education sign-posting, as well as help to prepare for re-assessment around their Education, Health & Care Plan.

Our Volunteers

BOSP is very involved in the community and relies on voluntary help. Over 13 volunteers assisted with the organisation and running of fundraising events, general administration and service provision.

We would like to take this opportunity to thank our volunteers for their loyal support and service and to acknowledge their valuable contribution, which benefits not only our service users, but also the organisation as a whole, and we hope they continue to support the work we do for many years to come.

How Our Services Deliver Public Benefit

In reviewing BOSP's aims and objectives and the planning of future activities, the trustees have complied with the duty in section 17 of the Charities Act 2011 and have referred to the Charity Commission's general guidance on public benefit and how the planned activities will continue to contribute to the aims and objectives that have been set.





All BOSP's charitable activities fall within the description 'relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage' in the Charities Act 2011 and are undertaken to further BOSP's charitable purposes for the public benefit. This Annual Report details BOSP's achievement and performance and outlines the activities undertaken and how these activities have benefitted the people it was set up to help.

The Charity relies upon grants, donations and income from fees to cover operating costs. Our fee structure reflects that affordability and access to our services is extremely important for our families and us. Should BOSP deem a family to be in crisis, we will endeavour to meet any requests for service. Although an Essex based Charity, BOSP's services are available to families who reside in neighbouring counties and the East London Boroughs.

BOSP's Beneficiaries

The Council for Disabled Children's 2017 report saw the first analysis in 10 years of children and young people with complex needs, complex forms of autism, or life-limiting conditions, and estimates that numbers have increased dramatically by over 50% since 2004. This national trend is reflected in BOSP's annual report, in that we have seen a noticeable upturn in the number of children and young people with increasingly complex needs coming into the service. Many children and young people who attend BOSP have complex disabilities; having more than one condition. The table below summarises the conditions that our beneficiaries are diagnosed with:

ADHD	Dyslexia	Low Muscle Tone
Angelman Syndrome	Dyspraxia	Mental Health Conditions
Anxiety	Emotional Disregulation	Microcephaly
Asperger's Syndrome	Epilepsy	Mutation in EEF1A2 gene
Autism Spectrum Disorder	Fragile X Syndrome	Nystagmus
Cerebral Palsy	Fucosidosis	Oppositional Defiance Disorder
Chromosome Deletion	Gastrostomy Feeding	Sensory Processing Disorder
Corpus Callosum	Global Developmental Delay	Sleep Disorder
Cri du Chat Syndrome	Hemiplegia	Speech and Language Delay
Deafness	Holoprosencephaly	Social Emotional Mental Health
Diabetes (insipidus)	Hypermobility Syndrome	Tetrasomy 18p
Double Incontinence	Hypotonia	Tourette Syndrome
Downs Syndrome	Impulsivity	Visual Impairment
	Lissencephaly	West Syndrome



Achievements and Performance



BOSP was extremely pleased to be able to demonstrate that we have maintained our very high standards for early years provision, receiving an extremely positive Ofsted Inspection report in February.

The feedback we received on the day was exceptional and we are very proud of our staff team and the care and support they provide. As noted by Ofsted:

"The day-to-day organisation of the club is highly efficient and effective."

"Parents express high levels of satisfaction with the provision. They state that their children enjoy attending and have very good relationships with the caring and committed staff team."

"The manager, committee members and staff team demonstrate a strong understanding of their role in safeguarding children. There are robust policies and procedures in place, and staff work with other agencies in regard to any child protection concerns. Staff follow secure procedures and understand their responsibility to keep children safe."

"Extensive induction procedures, team meetings and regular supervisions ensure that all staff receive effective coaching and training to support individual children's physical and medical needs."

Understanding the challenges that having a disabled child can bring, BOSP further developed its parent/carer support with the launch of Walk-With-Us and BOSP Tots. The need for peer support and the opportunity to speak to people who really understand has proved to be invaluable. Recognising the importance of early intervention, we started a new toddler group for isolated new parents and their babies, with the aim of reducing isolation and anxiety. As a result of our projects, friendships formed and hugely successful outcomes were achieved through the signposting to other professional services such as social care, sensory barbers, and schools.

BOSP has two accredited Step-On trainers who continued to train our staff in specialist techniques to de-escalate challenging behaviours.

Thanks to funding from Lloyds Bank Foundation, in June BOSP implemented a new web-based database to replace our paper-based record system. Although a significant undertaking, this sophisticated new



GDPR compliant system enhances our ability to keep comprehensive qualitative and quantitative data for record keeping and monitoring requirements, increasing our efficiency and effectiveness.

Our partnership working continues to grow and many events during the year were delivered jointly with a range of other third sector organisations and businesses, with the aim of improving awareness, well-being and community engagement of local residents.

In late March 2020, in response to the COVID-19 pandemic, the UK Government imposed a countrywide lockdown for all but essential services. This had a major impact on BOSP as we were required to cease delivery of our face-to-face activities and support for children, young people and their families. As a result, we took the decision to furlough some of our service delivery and administrative staff, and arranged for the remaining team members to work from home using enabling technology solutions and working flexibly around their domestic circumstances. The mental and physical health of staff was prioritised during this stressful period with regular contact maintained with all staff to support their well-being.

Early and on-going dialogue with key funders was critical to agree how best to continue to support our beneficiaries whilst government restrictions remained in place. We re-directed our service delivery efforts into providing outreach support, including a well-being helpline, food and medication shopping, on-line music therapy and crisis support in the form of emergency home care referrals. We were also successful in some applications for COVID-19 Emergency Funding from various grant-making bodies. Trustees and management have utilised remote meeting technologies to maintain effective governance, and to review new and updated policies, procedures and risk assessments prepared to allow the organisation to resume delivery of some of its traditional activities in a “Covid Secure” manner once government restrictions were relaxed during the summer.

Outcomes

Through the delivery of BOSP’s structured and fully supported activity sessions, we have:

- Reduced social isolation as the children and young people mixed with peers and Support Workers away from the home
- Improved confidence and self-esteem as the children and young people learnt new skills and tried new activities
- Improved communication and independence as the children and young people begin to make requests and decisions for themselves
- Increased emotional resilience and mental well-being in parents as they accessed vital respite, enabling them to continue their caring role

Support Worker observation records, photographs and feedback from the children and young people provided us with evidence of the positive impact our services have on the families we support.

Family Testimonials

“I am so relieved to have discovered this group. When my child was diagnosed as having a disability my world just stopped and all I could think of is there is no future for us. It has provided a lifeline as I now know that XXX can belong to BOSP throughout their childhood and young adult years, getting the support they need, and I am meeting parents who feel just the same as me!”

“As a family we could not live without BOSP. Their support has been invaluable to us. The staff are always so welcoming and friendly. It’s so nice to know that whilst my son is there, he is safe, looked after and having lots of fun!”



“Thank you for running such a wonderful organisation. My son’s face sums up how he feels and what’s in my heart.”

“My son didn’t walk until he was 4 and since attending Trampolining with BOSP, it has greatly improved the strength in his legs, which enabled him to walk and run with more stability, which has made such a massive difference to his confidence. The staff at BOSP are all amazing! BOSP give my son the opportunity to do clubs that would not be possible for him to do otherwise. Thank you so much for everything you guys do! We are so grateful to you all, you’re amazing!!”

“This is the only charity locally that can give my daughter with complex medical needs and learning difficulties a fun packed and safe place to play at weekends and school holidays.”

“It gives us a much-needed break to recharge our batteries. Something as simple as going out for lunch can be a stressful experience for us so it’s nice to do that as husband and wife knowing our son is well cared for.”





Financial Review

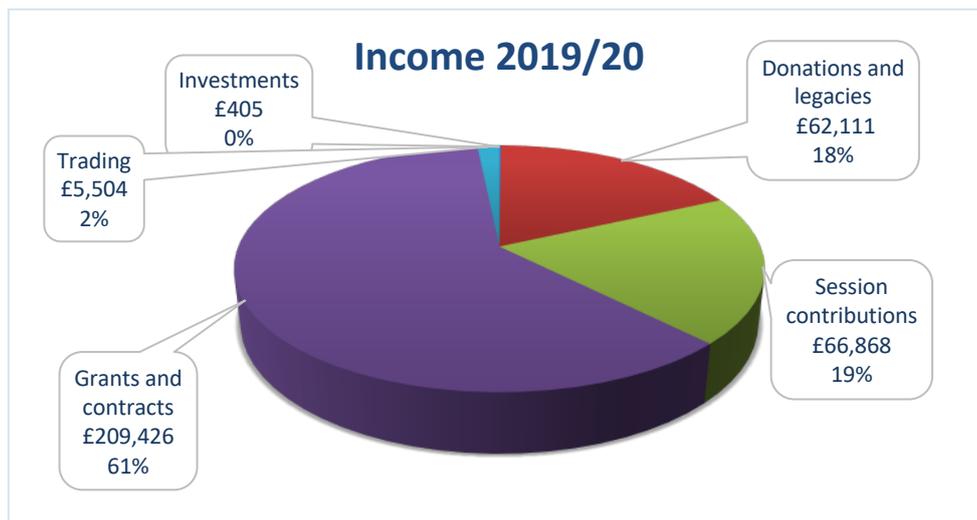
The trustees are pleased to report that Community 360 Independent Examiners were appointed as independent examiner to the Charity for the year 2019/20.

The BOSP Statement of Financial Activities shows a net surplus for the year ended 31st March 2020 of £31,465 and our total reserves stand at £161,554, with unrestricted reserves totalling £161,154.

Compared with the 2018/19 financial year, our expenditure reduced by 0.2% and our income reduced by 3.7% in 2019/20.

Our total income for 2019/20 was £344,314. This was raised through:

- Grants (£209,426) – Grants received to support our services
- Session contributions (£66,868) – Contributions received towards the provision of our services
- Donations (£62,111) – Donations include regular gifts, major donations, grants for general use, and money raised by local fundraising and community groups, businesses and corporate partners
- Trading (£5,504) – Monies received from ticket sales for fundraising events, raffles, tombola and goods sold at sessions and events
- Other (£405) – This is primarily income from investments

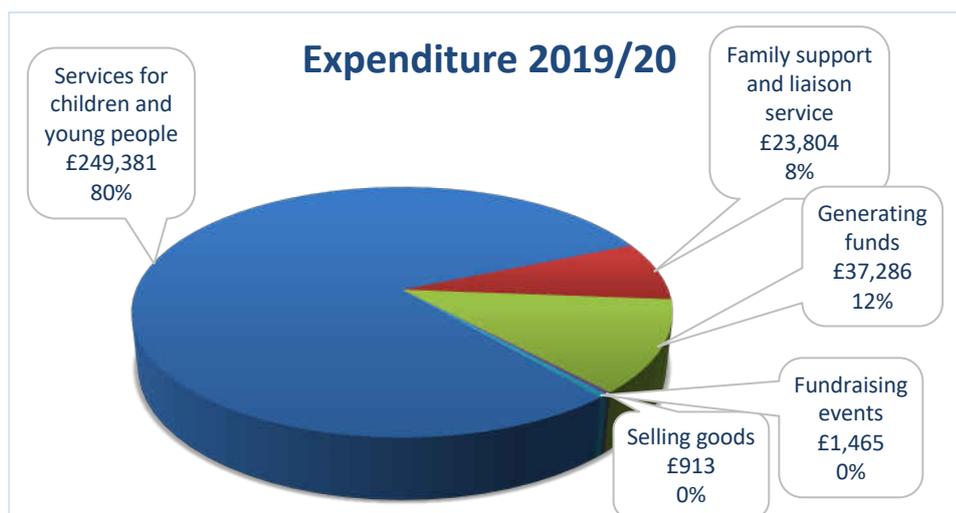


Our total expenditure for 2019/20 was £312,849. This was spent on:

- Services for children and young people (£249,381) – Costs incurred to provide our clubs and support services
- Family support and liaison service (£23,804) – Costs incurred to provide our family support and liaison service



- Fundraising (£37,286) - This includes costs of marketing to engage new supporters and developing new ways to raise money, to make sure we can continue to provide our services and support in the future
- Events and selling goods (£2,378) - This includes £1,465 spent on fundraising events such as afternoon tea parties and shopping trips, and £913 spent on selling goods, which help to raise vital funds as well as raise awareness of the work we do



88p out of every £1 we receive is spent directly on services for children, young people and their families. The remainder is used to help raise the funds we require to ensure our long-term sustainability

The successful delivery of our services is dependent upon financial support received from a wide range of funding sources, including charitable trusts, businesses and community fundraising. In the current economic climate, it is difficult to predict the level of support we will receive. Actual income and expenditure are reviewed against budgets at each trustee meeting to ensure the Charity's long-term financial stability is sustainable.

BOSP successfully applied for Essex County Council Short Breaks funding. This accounted for 27% of all our incoming resources and we are most grateful to them for their support. BOSP received a grant via the Government's Coronavirus Job Retention Scheme towards the cost of staff furloughed as a result of the Coronavirus pandemic. Additionally, during the year we received charitable grants from the following trusts and foundations; Barchester's Charitable Foundation, Billericay Round Table, Rotary Club of Billericay Mayflower, Rotary Club of Brentwood a Becket, Field Family Charitable Trust, Angus Law Memorial Trust, The Augustine Courtauld Trust, Basildon Council, Basildon Health and Wellbeing Partnership, BBC Children in Need, Boshier Hinton Foundation, EALC Community Initiative Fund, Essex Community Foundation, Essex County Council, Groundwork UK, The James Wise Charitable Trust, St James' Place Charitable Foundation, The D'Oyly Carte Charitable Trust, The Edward Gostling Foundation, The Sobell Foundation, Happy Days Children's Charity UK, Lloyds Bank Foundation, Bruce Wake Charitable Trust, The Percy Bilton Charity, Hornchurch Round Table, Fitton Trust, The R S Brownless Charitable Trust, Woodroffe Benton Foundation, London Southend Airport, The Lynn Foundation, The Harebell Centenary Fund and Marsh Christian Trust.



We are thankful to these and all our fantastic supporters, and for the on-going generosity of our many other donors including individuals, businesses, local councils, schools, children's clubs, community groups and other organisations who raise money every year to help us fund our services.

To minimise the financial impact of the COVID-19 pandemic on the Charity, the trustees took the decision to place all non-essential staff on a period of furlough while face-to-face services were suspended, and to increase other fundraising efforts and diversify our core services to provide emergency outreach support to isolated BOSP families. Grants were received from the UK Government's Coronavirus Job Retention Scheme for all staff who were placed on furlough

Reserves Policy and Going Concern

The trustees have considered the ideal level of free reserves they wish to retain, appropriate to the Charity's needs, which will allow the Charity to sustain optimal levels of service delivery and meet financial commitments when due. The Trustees believe that this reserve level should be between three to six months of the Charity's general running costs. At 31st March 2020, BOSP held free reserves of £161,154, which approximates to 6.2 months general running costs. To provide for future developments, the trustees have designated £32,000 of these funds towards the costs of new premises, IT and a replacement minibus.

The trustees endeavour not to set aside funds unnecessarily. Restricted reserves must be applied to the specific purposes intended by the donor so do not form part of the free reserves. At 31st March 2020, BOSP held restricted reserves of £400.

As the COVID-19 situation continues to progress and evolve, it is extremely challenging to predict the full extent and duration of the impact on the business.

Dialogue has been on-going with our major funders, all of whom are extremely supportive and pledged their continued financial support during the crisis.

Our community fundraising is the income stream that is most uncertain in the present environment. At this point it is not possible to establish what the full year loss of revenue will be.

We envisage that during tough fiscal times, support will continue to be available for quality and valued specialist provision. Through on-going review and development of our Business Plan, we will aim to build new, and strengthen existing, relationships, forge local partnerships and look towards new models of delivery that will underpin a more sustainable future. We will also look to develop a skilled volunteer base and work with all organisations that have an interest in the support of families who have children/young people with disabilities.

The trustees have reviewed the circumstances and consider that adequate resources are available to fund the activities of BOSP for the foreseeable future and as such they are of the view that the Charity is a going concern.

Plans for Future Periods

BOSP intends to continue to provide its existing core services for which it has become so well respected. However, the trustees acknowledge the changing funding situation of the sector and have strategies in place to address this with the aim of becoming a stronger and more resilient organisation with broader service provision. These plans include developing our brand awareness, identifying additional funding bodies to secure multi-year funding, and introducing substantive new services. We will continue to invest in our organisation to ensure we can achieve these goals.



Our long term ambition, matched with the needs of our families, remains to expand our services from weekends and school holidays to delivering services seven days a week from premises of our own.

Sadly, due to the COVID-19 pandemic, the launches of our planned new Skills 4 Life weekday programme and youth club have been postponed until 2021.

We will continue to seek ways to diversify our fundraising activities. Due to the likelihood of cancelled community fundraising events because of COVID-19 restrictions on social gatherings, we will endeavour to improve our digital presence and marketing to match the changing fundraising environment.

Although current UK Government guidance is explicit in its support of allowing organisations such as BOSP to continue with its face-to-face delivery of vital care and support, the situation is constantly changing. BOSP will continue to react quickly to any future developments, always with the well-being of the families who access our services at the heart of what we do.

Structure, Governance and Management

Governing Document

BOSP is a Company Limited by Guarantee governed by its Memorandum and Articles of Association, which were adopted on its incorporation on 11th November 2004. BOSP is registered as a charity with the Charity Commission for England and Wales. The members of the Company are its directors, of which there are currently four members. The liability of individual members in the event of winding up of the Company is limited to £10.

Appointment of Trustees

The Articles of Association adopted in November 2004 specify that trustees shall be elected annually by the members of the Charitable Company attending the Annual General Meeting. The trustees may co-opt additional trustees during the year to fill specialist roles. All members are circulated with invitations to nominate trustees prior to the AGM advising them of the retiring trustees and requesting nominations for the AGM. When considering co-opting trustees, the Board has regard to the requirement for any specialist skills needed.

Trustee Induction and Training

Potential trustees meet with the Chairman for an informal discussion. New trustees undergo an induction where they meet the CEO and other key employees. They are briefed on their legal obligations under charity and company law, the Articles of Association, the trustee decision-making process, the strategic direction, policy, key risks and the recent financial performance of the Charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The board of trustees is the governing body and has overall legal responsibility for the Charity. The board sets the strategic direction for BOSP. A Chief Executive Officer is appointed by the trustees to manage the day-to-day operations of the Charity. To facilitate effective operations, the CEO has delegated authority for operational matters including finance, employment, fundraising and service provision related activity.

Related Parties and Co-operation with Other Organisations

None of our trustees receive remuneration or other financial benefit from their work with the Charity. Any connections with a trustee or key management must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year there are no related party transactions to be reported.



BOSP has no subsidiaries or connected charities but works in partnership with other organisations concerned with the welfare of children and young people with disabilities or life-limiting conditions, and their families.

Pay Policy for Senior Staff

The board of trustees and the senior management team comprise the key management personnel of the Charity in charge of directing and controlling, running and operating the Charity on a day-to-day basis. The pay of senior staff is reviewed annually by the Board of Trustees and considers rises in inflation, changes in responsibility and the Charity's financial resources. All trustees give of their time freely and do not receive any remuneration or financial benefit.

Risk Management

The trustees have assessed the major operational and business risks which the Charity faces and confirm that they have established systems to mitigate the significant risks. These systems include regular income, expenditure and cash flow reviews, ensuring accreditation is up to date, having policies and procedures in place and regular training for staff working in operational and administrative areas. To mitigate the risks to the charity of the COVID-19 pandemic, significant effort has been put into the completion of comprehensive risk assessments, the development of new policies and procedures where necessary and seeking additional sources of funding.

Reference and Administrative Details

Registered name	BOSP Brighter Opportunities for Special People
Charity number	1107392
Company number	5284004
Registered office	The BOSP Office, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Basildon, Essex, SS16 4UH
Our advisers	
Independent examiner	Community 360, Winsley's House, High Street, Colchester, CO1 1UG
Bankers	HSBC, 109 High Street, Billericay, Essex, CM12 9AN

Directors and trustees

The directors of the Charitable Company (the Charity) are its trustees for the purpose of charity law. The trustees serving during the year ending 31st March 2020 are as follows:

Peter Davies – Chairman

Andrew Fry - Treasurer

Daphne Horton

Joseph Lane – Vice Chairman



Trustees' Responsibilities in Relation to the Financial Statements:

The Charity trustees (who are also the directors of BOSP Brighter Opportunities for Special People) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Charity trustees to prepare financial statements for each year, which gives a true and fair view of the state of affairs of the Charitable Company and of the profit or loss of the Company during that period. In preparing those financial statements the trustees are required to:

- a) Select suitable accounting policies and then apply them consistently;
- b) Observe the methods and principles in the Charities SORP;
- c) Make judgements and estimates that are reasonable and prudent;
- d) State whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- e) Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are also responsible for maintaining adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements 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.

The trustees are responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to the examining of the report and ensuring that on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

I approve the attached statement of financial activities and balance sheets for the year ending 31st March 2020 and confirm I have made available all the information necessary for its preparation.

Approved by the trustees on 8th December 2020

Signed on behalf of the trustees: P. Davies

Peter Davies (Chairman)



BOSP Brighter Opportunities for Special People

Statement of Financial Activities For the year ended 31st March 2020

	<u>Note</u>	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total Funds 2020</u> £	<u>Total Funds 2019</u> £
Income from:					
Donations and legacies	3	44,830	17,281	62,111	70,258
Charitable activities	4	66,868	209,426	276,294	273,738
Other trading activities	5	5,504	-	5,504	12,839
Investments	6	405	-	405	249
Total income		117,607	226,707	344,314	357,084
Expenditure on:					
Raising funds	7,8	39,664	-	39,664	50,687
Charitable activities	7,8	42,293	230,892	273,185	262,847
Total expenditure		81,957	230,892	312,849	313,534
Net income/(expenditure)		35,650	(4,185)	31,465	43,550
Transfer between funds		-	-	-	-
Net movement in funds		35,650	(4,185)	31,465	43,550
Reconciliation of funds					
Total funds brought forward		125,504	4,585	130,089	86,539
Total funds carried forward	20,21	161,154	400	161,554	130,089

To provide for future developments, the trustees have designated unrestricted funds of £32,000 towards the costs of new premises, IT and a replacement minibus (2019: nil)

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.



BOSP Brighter Opportunities for Special People

Balance Sheet As at 31st March 2020

		31-Mar-20	31-Mar-19
		<u>Total</u>	<u>Total</u>
	<u>Note</u>	£	£
Fixed Assets			
Tangible Assets	13	3,369	6,791
Total Fixed Assets		<u>3,369</u>	<u>6,791</u>
Current Assets			
Stock	14	498	313
Debtors & Prepayments	15	14,950	15,294
Cash at bank and in hand	16	207,029	184,498
Total Current Assets		<u>222,477</u>	<u>200,105</u>
Liabilities			
Creditors falling due within one year	17	(64,292)	(76,807)
Net current assets		<u>158,185</u>	<u>123,298</u>
Total assets less current liabilities		<u>161,554</u>	<u>130,089</u>
Net Assets		<u>161,554</u>	<u>130,089</u>
The funds of the charity:			
Restricted funds		400	4,585
Unrestricted funds			
Designated funds		32,000	-
General funds		129,154	125,504
Total Charity Funds	20,21	<u>161,554</u>	<u>130,089</u>



Directors' Responsibilities:

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

No member of the Company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibility for ensuring that the Company keeps proper accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and if its profit and loss for the 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 the accounts for far as applicable to the Company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the directors on 8th December 2020 and signed on their behalf by:

.....

Peter Davies (Chairman)

.....

Andrew Fry (Treasurer)



Notes to the Accounts

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015) – (Charities SORP (FRS 102)), and the Companies Act 2006. BOSP meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Preparation of accounts on a going concern basis

The trustees consider that there are no material uncertainties about the Company's ability to continue operating for the next 12 months and on that basis the Charity is a going concern.

c) Income

Income is recognised when the Charity has entitlement to funds, any performance conditions attached to the income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Income from government and other grants, whether capital grants or revenue grants, is recognised when the Charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable the income will be received, and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either; the Charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably, and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the Charity, or the Charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material (see note 18).

Income received in advance of provision of service is deferred until the criteria for income recognition are met (see note 19).

d) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the Charity of the item is probable and that economic benefit can be measured reliably. In accordance with SORP (FRS 102) volunteer time is not recognised. (See the trustees' annual report for more information about their contribution).

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the Charity which is the amount the Charity would have been willing to pay to obtain the services or facilities equivalent economic benefit on the open market; a corresponding amount is then recognised as expenditure in the period of receipt.



e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

f) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of Charity. Designated funds are unrestricted funds of the Charity, which the trustees have decided at their discretion to set aside for a specific purpose. Restricted funds are donations, which the donor has specified are to be solely used for particular areas of BOSP's work or for specific projects being undertaken by BOSP.

g) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds includes all expenditure incurred by the Charity in raising funds for its charitable purposes and includes costs of fundraising events and non-charitable trading, including support costs and costs relating to the governance of the charity apportioned to costs of raising funds.
- Expenditure on charitable activities includes costs incurred in service provision and other activities undertaken to further the purposes of the Charity, including support costs and costs relating to the governance of the Charity apportioned to charitable activities.
- Other expenditure represents those items not falling into any other heading.

h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include office costs, finance, HR, payroll and governance costs which support BOSP's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 8.

i) Tangible fixed assets

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their useful economic lives on a straight-line basis as follows:

Asset category	Annual rate
Storage facility	10%
Sensory toys and play equipment	33.33%
IT hardware and equipment	33.33%
Vehicles	20%

j) Stock

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the Charity would have been willing to pay for the items on the open market.

k) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.



l) Cash at bank and in hand

Cash at bank and in hand balances were as follows: unrestricted funds £164,349 (2019: £123,639), restricted income funds £42,680 (2019: £60,859).

m) Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n) Pensions

BOSP operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity. Contributions payable for the year are charged in the Statement of Financial Activities.

2 Legal status

BOSP is a Company Limited by Guarantee and has no share capital. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the Charity.

3 Income from donations and legacies

	2020	2019
General donations	38,005	52,388
Grants	17,281	9,437
Legacies and gifts in memory	-	-
Gift aid	1,360	3,714
Gifts in kind	5,465	4,719
Total donations and legacies	62,111	70,258

Income from donations, grants and legacies was £62,111 (2019: £70,258) of which £44,830 was unrestricted (2019: £60,821) and £17,281 was restricted (2019: £9,437). The value of goods donated to the Charity is estimated at £5,465 (2019: £4,719). The estimated value of these goods is recognised within incoming resources as a donation, and an equivalent charge included within expenditure. BOSP benefits greatly from the involvement and enthusiastic support of its volunteers, details of which are given in our annual report. In accordance with the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

4 Income from charitable activities

	2020	2019
Session contributions	66,868	66,267
Grants and contracts	209,426	207,471
Total income from charitable activities	276,294	273,738



5 Income from other trading activities

	2020	2019
Fundraising events	4,047	11,642
Merchandise	109	483
Staff t-shirts & DBS checks	1,348	714
Total income from other trading activities	5,504	12,839

6 Investment income

Investment income of **£405** (2019: £249) arises from money held in interest bearing deposit accounts.

7 Resources expended

	Direct costs	Allocated costs	Total 2020	Total 2019
<i>Costs of raising funds:</i>				
Generating donations & voluntary income	31,476	5,810	37,286	42,808
Costs of goods sold	913	-	913	381
Fundraising events	1,465	-	1,465	7,498
<i>Expenditure on charitable activities:</i>				
Services for children and young people	181,410	67,971	249,381	229,826
Family support service	15,424	8,380	23,804	32,921
Total expenditure	230,688	82,161	312,849	313,534

Total expenditure for the year was £312,849 (2019: £313,534) of which £230,892 was restricted (2019: £212,323).

8 Support costs allocated

BOSP identifies the cost of its support functions. It then identifies those costs that relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between the key charitable activities undertaken, and costs of raising funds in the year (see note 7).

	Support	Governance	Total 2020	Total 2019
General office	23,347	-	23,347	32,632
Information technology	2,530	-	2,530	1,160
Independent examination	-	700	700	660
Legal and other professional fees	-	1,549	1,549	147
Salaries, wages and related costs	53,996	-	53,996	46,785
Trustee and other business meetings	-	39	39	207
	79,873	2,288	82,161	81,591

9 Analysis of staff costs, trustee remuneration and the cost of key management personnel

	2020	2019
Salaries and wages	224,655	215,894
Social security costs	9,769	9,852
Pension costs	2,364	1,855
	236,788	227,600



The key management personnel comprise the trustees, Chief Executive Officer, Office Manager, Financial Controller and Acting Care Co-ordinator. The total employee benefits of the key management personnel were £92,897 (2019: £103,523).

No employees had employee benefits in excess of £60,000 (2019: nil). Pension costs are allocated to activities in proportion to the related staffing costs incurred and are wholly charged to unrestricted funds.

The Charity trustees were not paid and did not receive any other benefits in the year (2019: nil). No Charity trustee received payment for professional or other services supplied to the Charity (2019: nil).

10 Staff numbers

<u>Headcount</u>	2020	2019
Administration and support	2	2
Fundraising	2	2
Charitable activities	46	46
	50	50

11 Related party transactions

During the year ended 31st March 2020, there were no related party transactions (2019: nil).

12 Corporation taxation

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

13 Tangible fixed assets

	Land & Buildings	Equipment	Vehicles	Total
Cost:				
As at 1st April 2019	9,850	21,203	7,250	38,303
Additions	-	682	-	682
As at 31st March 2020	9,850	21,885	7,250	38,985
Depreciation:				
As at 1st April 2019	8,865	18,586	4,061	31,512
Charge for the year	985	1,977	1,143	4,105
As at 31st March 2020	9,850	20,563	5,204	35,617
Net Book Value:				
As at 31st March 2019	985	2,617	3,189	6,791
As at 31st March 2020	-	1,322	2,047	3,369



14 Stock

	31-Mar-20	31-Mar-19
Christmas cards	203	99
Travelling stars	4	4
T-shirts and fleeces	291	210
	498	313

15 Debtors

	31-Mar-20	31-Mar-19
Trade debtors	841	1,198
Prepayments & accrued income	14,109	14,096
	14,950	15,294

16 Cash at bank and in hand

	31-Mar-20	31-Mar-19
Current account	13,164	20,257
Reserve account	187,864	163,460
Cash in hand	125	271
Undeposited funds	5,876	510
	207,029	184,498

17 Creditors: amounts falling due within one year

	31-Mar-20	31-Mar-19
Sundry creditors	7,677	1,374
Taxation and social security costs	3,179	3,170
Accrued expenses	4,859	7,777
Short-term compensated absences (holiday pay)	1,764	2,791
Deferred income	46,370	61,396
Pension costs	443	299
	64,292	76,807

18 Contingent assets

As at 31 March 2020, the Charity had not been notified of any legacies for which the criteria for income recognition have not been met.

19 Deferred income

Deferred income comprises session contributions and funding received for service provision and development from 1st April 2020.

	31-Mar-20	31-Mar-19
Balance as at 1st April 2019	61,396	81,389
Amount deferred in the year	196,637	169,261
Amount released in the year	(211,664)	(189,254)
Balance as at 31st March 2020	46,370	61,396

Due to the COVID-19 pandemic, some clients had already paid fees for sessions, which were subsequently cancelled due to Government regulations and guidance. At the year-end, £1,594 was held as payments on account but is expected to be utilised in the next financial year when sessions can resume.



20 Analysis of charitable funds

Movement in unrestricted funds

	Funds 01-Apr-19	Incoming resources	Resources expended	Funds 31-Mar-20
General fund	125,504	117,607	(81,957)	161,154
Total	125,504	117,607	(81,957)	161,154

Movement in restricted funds

	Funds 01-Apr-19	Incoming resources	Resources expended	Funds 31-Mar-20
Services for children & young people	-	203,105	(203,105)	-
Family support & liaison service	-	21,121	(21,121)	-
Equipment and toys	4,585	2,481	(6,666)	400
Total	4,585	226,707	(230,892)	400

21 Analysis of net assets between funds

	General fund	Designated fund	Restricted fund	Total funds 31-Mar- 20	Total funds 31-Mar- 19
Tangible fixed assets	3,369	-	-	3,369	6,791
Cash at bank and in hand	132,349	32,000	42,680	207,029	184,498
Other net current assets/(liabilities)	(6,466)	-	(42,280)	(48,844)	(61,200)
Creditors of more than one year	-	-	-	-	-
Total	129,154	32,000	400	161,554	130,089

To provide for future developments, the trustees have designated unrestricted funds of £32,000 towards the costs of new premises, IT and a replacement minibus (2019: nil)

22 Post balance sheet events

Since the 31st March 2020 to the date of signing these financial statements the outbreak of the COVID-19 pandemic has had an economic effect across all sectors, and the trustees have considered the effect on the charity as a going concern, its resilience through this period and the effect on the assets and funds of the charity. The trustees have reviewed the revised financial plans and agreed a series of activities that ensure financial stability in these difficult times. It is felt that with the current assets held, the trustees conclude that COVID-19 will not impact on the charity continuing to be a going concern.

BOSP BRIGHTER OPPORTUNITIES FOR SPECIAL PEOPLE

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2020

I report on the accounts of BOSP Brighter Opportunities For Special People for the year ended 31 March 2020 which are set out on pages 18 to 27.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed. The charities gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Association of Accounting Technicians.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

Basis of independent examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes considerations of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

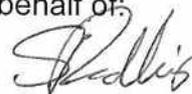
In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair' view which is not a matter considered as part of an independent examination.

I have 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.

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:
Community360

Winsley's House, High Street, Colchester, Essex



Date

9th December
2020