

Company Registration No. 03256733 (England and Wales)  
Registered Charity No. 1058352

**DYSPRAXIA FOUNDATION**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2015**

## DYSPRAXIA FOUNDATION

### COMPANY INFORMATION

---

#### The Board of Trustees

<b>Chair</b>	Michele Lee GradDipPhys MCSP
<b>Vice Chair</b>	Gill Dixon
<b>Honorary Treasurer</b>	Nick Southwell
<b>Adult Advisor</b>	Peter Keegan
<b>Local Group Representative</b>	Wendy Caines
<b>Trustee</b>	Jonathan Levy
	Karen Rainbow (resigned 30 April 2015)
	Yvonne Lee
	Paul Wassell
	Sally Payne MSc, BSc, Dip.OT
	Sophie Kayani (appointed 27 June 2015)
	Maxine Roper (appointed 7 November 2015)
	Richard Todd (appointed 7 November 2015)

#### General Manager and Company Secretary

Eleanor Howes

#### Company number

03256733

#### Registered Charity number

1058352

#### Registered office

8 West Alley  
Hitchin  
Hertfordshire  
SG5 1EG

#### Patrons

Dr Ian McKinlay BSc, MB, ChB, DCH, FRCP, OBE  
Dr James Appleyard MA, MD, FRCP, FRCPCH  
Lady Isabella Naylor-Leyland  
Jeffery Barratt  
Jamie Lambert

#### Independent Examiner

Mark Hjertzen BA FCA  
HW Associates Limited  
Chartered Accountants  
Portmill House  
Portmill Lane  
Hitchin  
Hertfordshire, SG5 1DJ

#### Solicitors

Bates, Wells & Braithwaite  
61 Charterhouse Street  
London, EC17 6HA

#### Bankers

National Westminster Bank Plc  
12 High Street  
Hitchin  
Herts., SG5 1BW

Nationwide Building Society  
12 Market Place  
Hitchin  
Hertfordshire, SG5 1DL

---

DYSPRAXIA FOUNDATION

CONTENTS

---

	<b>Page</b>
Report of the Trustees	1 - 9
Independent Examiner's Report	10
Statement of Financial Activities	11
Balance sheet	12
Notes to the financial statements	13 - 20

---

## DYSPRAXIA FOUNDATION

### TRUSTEES' REPORT

*FOR THE YEAR ENDED 30 SEPTEMBER 2015*

---

The Dyspraxia Foundation is a company limited by guarantee with its administration and fundraising centre in Hitchin, Hertfordshire. Founded in 1987 as the Dyspraxia Trust by two mothers who met at Great Ormond Street Hospital, the charity subsequently changed its name and status in 1996. It is financed entirely by membership subscriptions and private donations and required to comply with both the Companies Act 2006 and the SORP (Statement of Recommended Practice).

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### **Governing Document**

The Dyspraxia Foundation was registered in England and incorporated under a Memorandum of Association which establishes the objects and powers of the charitable company and is governed by its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1. Membership is open to anyone with an interest in dyspraxia.

#### **Recruitment and Appointment of Trustees**

The directors of the company are also charity trustees and the Board consists of not more than twelve members comprising of the Honorary Officers; Chair, Vice-Chair and Treasurer, two elected persons to represent the membership, and an Adult Advisor who has dyspraxia or a special knowledge or experience in the condition in adulthood. All members are circulated with invitations to nominate the officers prior to the AGM.

During the past year, Peter Keegan has continued the role of Adult Advisor and established an active Panel of Advisors to update factsheets as well as write new ones, answer queries from members, give talks and support a Facebook Page dedicated to adults.

In addition, the local support groups elect one of their number to represent their views on the Board. Wendy Caines has been nominated for another year and has kept the local groups updated regularly on matters arising from the Trustee meetings. Up to five persons may be co-opted by the elected trustees during the year. When considering co-opting trustees, the Board actively seeks to recruit members with specific skills, abilities and diverse views to strengthen the charity. It consists of parents of children with dyspraxia, health and education professionals, business, marketing and PR, adult and local group representatives

Each person shall hold office until the close of the next AGM but shall be eligible for re-election. Unless the members otherwise agree, the office of Chair and Vice-Chair shall be held for not more than four years consecutively, with a gap of one year before they become eligible for re-election.

#### **Trustee Induction and Training**

The majority of trustees are drawn from the membership and are already familiar with the work of the charity. Prospective trustees are asked to meet with the members of the Board or invited to attend a general meeting where they can find out more about the role. New trustees are sent a Role Description, Memorandum and Articles of Association, organisation overview and policies, recent minutes of meetings, latest published financial accounts and guidance from the Charity Commission on the role of trustee. New and current trustees are encouraged to attend appropriate external training events to assist them in the role and help them understand the roles and responsibilities and the charity has a Trustee Code of Conduct. Patrons of the charity include Jeffery Barrett, Senior Banking Partner with the international law firm, Norton Rose LLP, Dr Ian McKinlay, Dr James Appleyard and Lady Isabella Naylor-Leyland.

## **DYSPRAXIA FOUNDATION**

### **TRUSTEES' REPORT (CONTINUED)**

*FOR THE YEAR ENDED 30 SEPTEMBER 2015*

---

#### **Organisational Structure**

The Board of Trustees provide the vision and strategic development of the charity and control the management and administration of its activities. They meet every two months to agree policy, review finances, monitor and evaluate performance. The Board is supported by various sub committees working on projects; PR and Marketing; Adult Groups and a Medical, Education and Research Panel of Advisors who respond to letters, email, and telephone enquires from members, professionals and the general public on issues related to dyspraxia. We would like to thank Wendy Fidler who stepped down within the year for her hard work and commitment for many years as Trustee. Wendy remains as our representative on the Council for Disabled Children.

The day to day responsibility for the charity is delegated to the General Manager, Eleanor Howes and her administration team at the Hitchin office. The team consists of just two part time and two full time employees who manage the charity, facilitate the membership and local groups, send out books and goods and organise conferences and events with the vital support of volunteers. The charity also employs a part time Project Fundraiser, Berni Stringer to apply to trusts and grant givers for specific projects and core funding. In addition, the charity is able to employ a full time Information Officer, Lisa McCarthy thanks to funding from the Big Lottery Fund and a newly appointed Youth Information Officer for an initial 18 month project supporting 13 - 25 year olds with dyspraxia.

The Foundation also supports a network of Local Co-ordinators and Telephone Contacts; often parents of children with dyspraxia. They offer support where it is needed most - in the community. Foundation Trustees, local co-ordinators and advisors join together to form the General Council. The Council meets once a year to share information and news and discuss future plans for the coming year. Membership to the Foundation is open to anyone with an interest in dyspraxia in the UK and overseas. Categories include Standard, Associate/Student, Professional and Corporate and Schools.

#### **Risk Management**

The trustees have considered aspects of known risk to the Foundation and to those whose activities relate to it. The purchase of Directors and Officers Liability insurance affords protection to those who form policy and offer advice on behalf of the charity. The trustees are also planning a risk audit of the organisation.

#### **Workplace Pensions**

As part of the government changes in the workplace pensions, the Trustees and General Manager have gained advice from Templar Chartered Financial Planners on how to implement this. The official staging is April 1st 2016 but it has been agreed that this will start on October 1st 2015 in line with our new financial year. Five staff are eligible.

### **OBJECTIVES AND ACTIVITIES**

The objects of the charity are:

To raise awareness of dyspraxia and promote the successful recognition of and support for all those affected by dyspraxia.

The charity aims:

- To promote awareness and understanding of dyspraxia
- To support individuals and families affected by dyspraxia
- To promote better diagnostic and treatment facilities for those who have dyspraxia.
- To help professionals in health and education to assist those with dyspraxia

## DYSPRAXIA FOUNDATION

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 30 SEPTEMBER 2015*

---

#### ACHIEVEMENTS AND PERFORMANCE

##### Activities

To meet the aims of the charity the Foundation has:

Continued to respond to a growing number of emails and written requests for information, distributed leaflets and factsheets on dyspraxia and sold specialist books and DVDs. We produce monthly newsletters for our membership, as well as an Annual Review and a Professional Journal. Copies of the Journal are included in the professional, corporate and school membership to disseminate current practices, research and facilitate continuing education for all professionals working with children and adults with dyspraxia.

##### 'Dyspraxia Diffusion'

We have completed the second year of the three year project from the grant award from Big Lottery Fund and delighted to report that we are exceeding many of our targets. The charity continues to be able to offer a dedicated Helpline Service via telephone and the website, employ a full time Information Officer, offer workshops for parents, teachers and adults each year in Birmingham and Manchester and facilitate a national awareness campaign with the support of Trinity PR.

Lisa McCarthy remains the Information Officer and has continued to maintain a good number of very reliable volunteers to man the service. All volunteers receive relevant checks and dedicated training and support. The helpline has been very active and has received 2,525 enquiries over the year via either email or the telephone per month. We have continued to receive excellent feedback from callers such as:

- 'I would just like to say a big thank you to the lovely lady I spoke to on the phone. Nothing was too much trouble and she could not have been more help. A massive thank you.'
- 'Information provided was valuable to me personally. Knowing that the issues my son faces daily could be acknowledged and support given that would lessen the impact keeps me fighting the ignorance.'
- 'The advice I received and just being able to speak to another mother who knew what I was going through was amazing and so helpful to all of us. Thank you.'
- 'Prompt, empathetic and great quality. A great service!'

##### Youth Information Officer

Following grants from Sylvia Adam Charitable Trust, Pixel Fund and Aphthorp Charity we were able to appoint Claire Cripps as Youth Information Officer. She commenced employment on 5th January 2015 for an initial 18 month project to support and improve awareness of dyspraxia in young people from the ages of 13 - 25 years. Claire is proving to be a real asset to our work and has already established a Youth Focus Group made up of young people with dyspraxia to help her facilitate new social networking sites dedicated to youth, gather useful information to share and draft factsheets.

##### New Member of staff

Alex Bettey started on 1st September as Administration Assistant. Alex has already proved to be an asset to the small hard working team providing administration support for conferences and events, membership, social networks, local groups and fundraising.

## DYSPRAXIA FOUNDATION

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 30 SEPTEMBER 2015*

---

#### **Dyspraxia Awareness Week, 12th - 19th October 2014**

A major part of 'Dyspraxia Diffusion' was the PR Campaign for a national awareness week held in October. Entitled "There's more to it than just motor skills", the campaign was aimed at raising awareness of some of the hidden challenges that teenagers with dyspraxia face on a daily basis. We were delighted that 525 individuals completed the Dyspraxia Teenage Survey which highlighted some of the many difficulties teenagers experience such as bullying, poor self-esteem, anxiety and organisational skills.

October saw the start of a very busy and successful period of awareness raising - leading to around 30 pieces of media coverage in a range of regional, national and trade (education and parenting) media. This resulted in an estimated audience reach of well over half a million - but, if we include a great piece in the Mail on Sunday just before Christmas highlighting the launch of the new guides for teenagers with dyspraxia, we could add a further 1.5 million to the numbers of people who were made aware of the Dyspraxia Foundation and the work we do!

It's also important to highlight articles on the popular parenting website, "Parentdish" (which has now been absorbed by the even bigger, "Huffington Post" - where both of these articles can still be downloaded and read!), the Guardian Teacher Network (online) and an interview with Michele Lee on Sunshine FM!

Other target media that picked up on the campaign included SEN Magazine, Mother and Baby magazine, Disability Today, Care Talk and Education for Everybody. It was also great to see support from relevant regional press, such as The Hitchin Comet and The Stevenage Comet (Dyspraxia Foundation HQ!); The Redditch Standard (Sally Payne); Goole Times (Gill Dixon) and Warrington Guardian (Jonathan Levy).

The advertising value equivalent (excluding online sites and local radio) for PR activity carried out between October and December 2014 was over £20,000 - leaping by a further £70,000 when including mentions in the Mail on Sunday and Guardian online.

The week started with a Drinks Reception at the House of Commons thanks to our staunch supporter, Emma Lewell-Buck MP with guest speaker Edward Timpson MP, Parliamentary Secretary of State for Children and Families. We would also like to thank our patron Jeffrey Barratt of Norton Rose Fulbright for sponsoring this prestigious event. Many MPs attended the evening and had the opportunity to find out more about dyspraxia and the work of the Dyspraxia Foundation.

Funky Friday was held on 17th October as part of the week. Schools and those in the work place were encouraged to dress in something quirky or funky for the day to raise awareness. We sent out Funky Friday packs to schools, departments, clubs and individuals and have received donation of over £2,750.

#### **Other Fundraising and Awareness Campaigns**

##### **Nominate a Star:**

We launched our 'Nominate a Star' competition in September with results announcement as part of the awareness week. We promoted it through Facebook, Twitter, the members' monthly newsletter and in conference delegate packs. We received 21 nominations, all of which were very worthy and we were honoured to announce their contributions and the star winners in the week.

##### **Hats off for Christmas:**

Supporters and members were asked to take photographs with a comment on "what dyspraxia means to you" and upload their images on Facebook. There were excellent and very moving comments and these will be collated and available on our member's page soon.

##### **Giving Tuesday:**

This was held on the 2nd December and supporters were encouraged to donate to the Foundation via text messages.

## DYSPRAXIA FOUNDATION

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 30 SEPTEMBER 2015*

---

#### **The British 10K Road Race:**

An annual fundraiser held in London during July with runners from around the country joining 'Team Dyspraxia' to support our work. We would like to thank all those who took part and their family and friends who cheered them along the route.

#### **Information into schools:**

Together with the Hitchin Tilehouse Rotary Club we were able to send 225 copies to schools in Hertfordshire and the surrounding area of the book "You're So Clumsy" along with Classroom guidelines, School membership poster and Dyspraxia Explained

#### **Developing the website:**

The Foundation maintains [www.dyspraxiafoundation.org.uk](http://www.dyspraxiafoundation.org.uk); a website dedicated to sharing information on dyspraxia from childhood into adulthood, for parents and professionals. The member's page is now active and members have additional benefits of a training film "Introducing Matthew", past professional journals, factsheets and leaflets for parents and professionals, talking heads..... Recent additions to the Members Only section included: positive stories, a film about the charity founders "Stella White and Marilyn Owen and an e-book "Dyspraxia; The Foundations" by Gill Dixon, Trustee and Vice Chair. This new book gives a comprehensive introduction to dyspraxia with quick and easy e- links to relevant information on the Dyspraxia Foundation website. Our sincere thanks go to Gill for denoting this excellent book to the Foundation.

In the past year, the website has received an average of 5,000 visitors per day and in our best month which was when we have Dyspraxia Awareness Week we had over 7,000 per day. The site includes an online shop for trading and subscriptions, free article downloads and has the latest news and events. In addition to the website we have also worked extremely hard to build on our social networking sites with our dedicated Facebook Page reaching over 24000 Likes and our Twitter feed with almost 9000 Followers. Both are extremely busy and full of useful information and links as well as creating a buzz of conversations about dyspraxia.

#### **Recognition of raising awareness:**

Gill Dixon, Trustee and vice chair won Parent of the Year and her son Joe won Volunteer of the Year at the Selby and Goole Community Pride Awards in November. Presented by Clare Frisby, the awards were in recognition of all they do as individuals and in the support of those with dyspraxia. Jonathan Levy, Trustee was a contributor of the Embarrassing Bodies Live which won a Mind Award this year. The programme raised awareness of dyspraxia and helped improve understanding of the condition

#### **Additional conferences:**

As part of Dyspraxia Diffusion, we held our second round of workshop in Birmingham and Manchester in March and May of 2015 for professionals, parents, young people and adults with dyspraxia. The theme for parents and professionals this year was on teenagers plus current thinking of definitions. Feedback was excellent and very positive. Some comments included "Excellent course, professionally delivered"; "It's been fantastic. Very informative and thought provoking. It has made me analyse my own approaches within education" and "very motivational, lots of information ideas and suggestions. Thank you"

In addition to the two one day annual workshops in Manchester and Birmingham we also held a very successful one day Summer Conference in London thanks to the support of Norton Rose Fulbright and travelled to Bristol for the first time to be able to host a full day's event of talks there. The theme centred on teenagers giving parents and professionals advice and practical strategies so that they would be more empowered to support and help those with dyspraxia. We received excellent feedback from the delegates who found the day uplifting and inspiring.



## DYSPRAXIA FOUNDATION

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 30 SEPTEMBER 2015*

---

#### **Information and resources:**

We have produced new factsheets during the year which have included: Promoting your child's wellbeing - tips for parents; Teenage Factsheet; Provision of Laptops; Adult Diagnosis of Dyspraxia and a threefold leaflet dedicated to dyspraxia in adulthood; Dyspraxia and Exams; Getting a diagnosis for under 18s; Helpline Children with dyspraxia to concentrate; Helping with Homework and Physiotherapy sheets for parents and professionals. The charity has continued to add to its catalogue of books for sale as part of its online shop with members benefiting from a discount code.

#### **New people**

The Trustees welcomed the following who were co-opted onto the board for the year. Sophie Kayani. Gill Dixon took over as chair of the Education Panel. The Dyspraxia Foundation was delighted to announce the appointment of its first celebrity Patron, Jamie Lambert at the Annual General Meeting held in London on 27th June. 26 year old Jamie Lambert (originally from Tyne and Wear) is a founding member and "one fifth" of the acclaimed all male singing group, Collabro, who shot to fame in 2014 after winning ITV's prime time talent show, 'Britain's Got Talent.' Jamie has spoken openly about growing up with dyspraxia on TV and in the group's autobiography 'Collabro - Our Story' and comments; "14 years ago I was diagnosed with the learning difficulty, dyspraxia. It hasn't been an easy road and to celebrate, my beautiful Mum has written a piece about how it was to have a son with dyspraxia"

#### **Trustees leaving within the year**

Our thanks go to Karen Rainbow, Trustee for Community Fundraising who made a significant impact on regular and new initiatives to raise vital core funds. Karen stepped down in 2015 but will remain a staunch supporter along with all the Rainbow family.

#### **Support in the community**

The Foundation supports a network of local groups offering a range of services to parents and families around the UK. They are the eyes and ears of the Foundation and at the forefront of our struggle to raise awareness and support those who need it most. They are the first port of call for many distressed parents and offer a range of services from telephone support to activity, gym, trampoline and computer clubs, newsletters and conferences and events around the UK. In addition to our own support groups, the Foundation shares information and works closely with 24 Affiliated Groups with similar interests around the UK and overseas.

We continue to live a challenging social and economic climate. The demand on our services has continued to increase while we have continued to experience a reduction in the income we receive from fundraising activities and from grant-making Trusts. Our membership numbers has remained static and not increased as we had hoped for. In particular it was hoped that membership would increase from the awareness week and promoting the new membership page and information on our website. Although the trustees and office have targeted costs, we have continued to need to review our activities in line with our more limited income.

#### **Public Benefit**

The trustees acknowledge the requirement to demonstrate clearly that it must have charitable purposes that are for the public benefit. Details of activities for the public benefit are described in the above paragraphs. 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.

In addition, The Dyspraxia Foundation is grateful to the generous support of individuals taking part in a wide variety of sponsored events from swimming, cycling, zip lines, and running in races around the country, coffee mornings and sales to collections and much more. Their contribution is making a real difference to raising funds and more importantly awareness of dyspraxia.

## DYSPRAXIA FOUNDATION

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 30 SEPTEMBER 2015*

---

Our sincere thanks to sterling supporters Norton Rose Fulbright for their continuing support of our work and to the Big Lottery Fund for funding an ongoing three year project to enable us to offer an essential Helpline Service. During the year we were delighted to receive vital core funding from the following: Xanit Charitable Trust; Woodroffe Benton Foundation; The Albert Hunt Trust; The Richard Kirkman Trust; Marsh Christian Trust; Mrs P Gluckstein Charitable Trust; Christopher Laing; Foundation for Children; Criffel Charitable Trust; The Hospital Saturday Fund; Ann Rylands Small Donations Programme; The Forresters Charity Stewards UK Trust; Charles Littlewood Hill Trust; Souter Charitable Trust; Curtis Family Charitable Trust; The Grocers Charity; Geoff's Ludford Charitable Trust; Pilkington Charities Fund; Oakley Charitable Trust; The Lancashire Fund; Andor Charitable Trust; Sir James Roll Charitable Trust and Garfield Weston. In addition the charity is grateful to the organisations and Trusts who have funded mailings into schools of the appropriate Dyspraxia Classroom Guidelines in various areas around the UK.

#### FINANCIAL REVIEW

Last year was a mixed year for the Dyspraxia Foundation. The growing economy has started to result in an underlying growth in the charity sector, but fund raising continues to be both competitive and intensive. The Dyspraxia Foundation has increased its activities with the full year provision of the telephone helpline and ended the year with a similar level of funds to the start of the year.

During the year the Dyspraxia Foundation has reduced its surplus from the prior year by £921. The majority of the year's income was unrestricted funds. The total income for the year (£226,599) was similar to the prior year (£232,214) despite the prior year's Spring Ball generating an income of £43,759.

Voluntary Income for the year increased by 30% from £164,044 to £213,224. The Big Lottery fund increase in the year of £25,178 accounted for a significant proportion of the increase. In the year restricted funds grants increased from £65,642 in 2014 to £87,295. Donations and fund raising of unrestricted funds increased significantly from £78,381 in 2014 to £102,171.

Subscriptions for the year increased from £20,021 in 2014 to £23,758. This is the second year in succession that we have seen an increase in subscriptions. Last year was 19% above the low point of 2013 (£19,934) and indicates that the Dyspraxia Foundation has successfully reversed the downward trend experienced for a number of years.

Overall, the charity's income for the year decreased by 2% to £226,599 compared to £232,214 in the previous year primarily due to 2014 Spring Ball. Resources expended in the year are down by 1%, from £230,540 to £227,520. This has resulted in a net deficit for the charity in 2015 of £ (921), compared to a surplus of £1,674 in the prior year. The decrease in total funds for the year of £921 to £90,702 is still significantly short of the £107,921 at the end of 2012. General Fund and Local Groups Funds have decreased to £47,433, a decrease of £12,934 from the prior year. Restricted Funds have increased by £12,013 to £43,269.

During the past year there has been a gain in regular income and activities to support the core values of the Foundation. Two years ago the trustees recognised that the raising of General and Local Group Funds needed to be increased in future to ensure the ongoing services provided by the Head Office team and Local Groups. Despite a gain in this area last year we have seen a deficit this year.

#### **The Dyspraxia Foundation's Reserves Policy**

The Reserves policy is in place to

- ensure that the Dyspraxia Foundation retains sufficient general funds to cover day to day operations
- provide an early warning to the Trustees should the cost of operations exceed general fundraising for a sustained period and in doing so enable the Trustees to take corrective measures as agreed to maintain the financial viability of the Dyspraxia Foundation.

Current warning level for general funds is set at 6 months (lower limit) of Head Office costs.

The current balance of £47,433 is below the lower limit of £67,500. The Trustees are looking at alternatives to improve this position including a Spring Ball for May 2016.

---

## DYSPRAXIA FOUNDATION

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 30 SEPTEMBER 2015*

---

#### FUTURE PLANS

##### **Fundraising and awareness**

- With the help of Emma Lewell Buck MP the charity plan to host our third Drinks Reception to mark Dyspraxia Awareness Week at the Houses of Parliament in October.
- The Trustees have updated the fundraising strategy plan in the efforts to improve sponsorship and donations. We plan to continue with the awareness campaigns as well as hold a charity fundraising ball.
- The Big Lottery Fund grant will stop in September 2016 and the fundraiser, strategy group and fundraising committee are applying for further funds to continue the helpline. We have also applied to the Big Lottery Fund for further funding.
- We will continue with our rolling five year topics of focus for Awareness Week. Therefore the topics for the next three years will be:
  - o 2016 : Focus on Employment
  - o 2017 : Focus on Primary children
  - o 2018 : Focus on Secondary school age

Our membership and local co-ordinators are vital to support the Foundation during awareness week and to this end we hope to work closely with everyone to ensure a successful campaign starting this coming year from 5th - 19th October.

#### **AIMS FOR 2016**

- To continue to provide a vital Helpline Service
- To further update the website to ensure that it is informative and reaches the needs of the membership and general public
- To add to our range of factsheets such as home management leaflet for adults and advice sheets to help when claiming benefits.
- Continue to recruit new members of advisory panels
- To run an awareness campaign with a focus on employment
- To identify and support research projects that will help to increase understanding of dyspraxia
- To hold training for Trustees, staff and volunteers to ensure that we are working within the new Charity and Safeguarding Laws
- To increase membership by increasing the number of local activities offered by regional groups and to consider further ways of increasing membership
- To increase the number of regional groups and ensure that those that are recently established continue to flourish and develop
- To build the financial stability and viability of the Dyspraxia Foundation, monitoring progress against the business plan in the short, medium and long term
- To raise core funds through grant applications and fundraising activities to ensure the Dyspraxia Foundation can continue to meet its aims and objectives. In particular to further consider funding for the continuation of the helpline after mid 2016 when the Big Lottery Fund grant ceases.
- To review and promote the benefits of membership of the Dyspraxia Foundation

#### **Summary**

The Trustees have continued to work hard with their responsibility of ensuring the charity reaches its aims of promoting awareness and understanding of dyspraxia, supporting the office and moving the charity forward in the present economic and challenging climate. They look forward to continuing to fulfil their roles with the Dyspraxia Foundation in the forthcoming year.

**DYSPRAXIA FOUNDATION**

**TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 30 SEPTEMBER 2015**

---

**Statement of Trustees responsibilities**

The trustees (who are also the directors of Dyspraxia Foundation for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements 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 that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company 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 special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the board



Michele Lee GradDipPhys MCSP

**Chair and Trustee**

2 June 2016

**DYSPRAXIA FOUNDATION**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF DYSPRAXIA FOUNDATION FOR THE YEAR ENDED 30 SEPTEMBER 2015**

---

I report on the accounts of the company for the year ended 30 September 2015, which are set out on pages 11 to 20.

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and the charitable company's trustees as a body in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charitable company's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for my independent examiner's work, for this report, or for the opinions I have formed.

**Respective responsibilities of trustees and examiner**

The trustees, who are also the directors of the company for the purposes of company law, 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 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

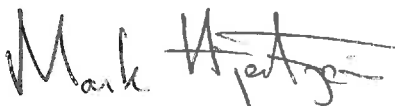
**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Hjertzen BA FCA

2 June 2016

Chartered Accountant

H W Associates Limited

Portmill House  
Portmill Lane  
Hitchin  
Hertfordshire  
SG5 1DJ

---

DYSPRAXIA FOUNDATION

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 30 SEPTEMBER 2015

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>INCOMING RESOURCES</b>					
<b>Generated Funds</b>					
Voluntary Income	2	125,929	87,295	213,224	164,044
Conference & AGM		7,724	-	7,724	16,664
Charitable Ball		-	-	-	43,759
Primary Purpose Trading	3	5,572	-	5,572	7,697
Bank Interest received	8	79	-	79	50
		<u>139,304</u>	<u>87,295</u>	<u>226,599</u>	<u>232,214</u>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Conference & AGM		290	9,369	9,659	4,040
Charitable Ball		-	-	-	18,990
Primary Purpose Trading	3	4,731	-	4,731	3,329
Office Costs		20,659	6,641	27,300	25,878
<b>Charitable Activities</b>					
Raising Awareness & Provision of Support		123,012	43,649	166,661	145,087
Specific project Expenses		-	15,298	15,298	24,710
Other Charitable activities		-	-	-	8
<b>Governance</b>					
Independent examination and accountancy		2,900	-	2,900	4,800
<b>Other Resources Expended</b>					
		<u>646</u>	<u>325</u>	<u>971</u>	<u>3,698</u>
		<u>152,238</u>	<u>75,282</u>	<u>227,520</u>	<u>230,540</u>
Net (outgoing)/incoming resources before transfers	7	(12,934)	12,013	(921)	1,674
<b>Transfers between funds</b>					
		-	-	-	-
Net (outgoing)/incoming resources for the year		<u>(12,934)</u>	<u>12,013</u>	<u>(921)</u>	<u>1,674</u>
Total funds brought forward		<u>60,367</u>	<u>31,256</u>	<u>91,623</u>	<u>89,949</u>
Total funds carried forward	13	<u>47,433</u>	<u>43,269</u>	<u>90,702</u>	<u>91,623</u>

**DYSPRAXIA FOUNDATION**

**BALANCE SHEET**

**AS AT 30 SEPTEMBER 2015**

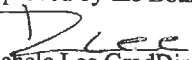
		Total 2015	Total 2014
	Notes	£	£
<b>Fixed assets</b>			
Tangible assets	10	-	-
<b>Current assets</b>			
Stocks		7,004	7,394
Debtors	11	4,216	3,177
Cash at bank and in hand		62,580	65,398
Cash at bank and in hand - Local Groups own Bank accounts		23,890	25,326
		97,690	101,295
<b>Creditors: amounts falling due within one year</b>	12	(6,988)	(9,672)
<b>Total assets less current liabilities</b>	14	90,702	91,623
<b>Funds</b>			
Restricted income funds	13	43,269	31,256
Unrestricted income funds	13	47,433	60,367
<b>Total Funds</b>	13	90,702	91,623

For the financial year ended 30 September 2015 the charitable company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the charitable 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 Trustees acknowledge their responsibilities for ensuring that the charitable company keeps 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 charitable company as at the end of the financial year and of its surplus or deficit 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 accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board for issue on 2 June 2016

  
Michele Lee GradDipPhys MCSP  
Chair and Trustee

Company Registration No. 03256733

## DYSPRAXIA FOUNDATION

### NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2015

---

#### 1 Accounting policies

##### 1.1 Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities (revised 2005).

##### 1.2 Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### 1.3 Charitable trading activities

Income from commercial activities is included in the period in which the group is entitled to the receipt. Incoming resources from the sale of books, goods and information packs is included in when receivable. Conference and AGM income is included when receivable by the charity.

##### 1.4 Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

- When donors specify that the donations and grants given to the charity must be used in future accounting periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

Activities run by local groups to raise money for their area is included when receivable. Incoming resources from investments is included when receivable.

##### 1.5 Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### 1.6 Allocation and apportionment of costs

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to the activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis, eg: staff costs by the time spent and other costs by usage.



DYSPRAXIA FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2015

---

**1 Accounting policies**

(continued)

**1.7 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation.

Tangible fixed assets are not capitalised if:

- The purchase cost (or aggregate purchase cost where several related items are purchased together) is £1000 or less;
- or
- The items are purchased from funds donated specifically for that purpose.

Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Office equipment (including computers and related equipment) and furniture:           25% - straight line

**1.8 Stock**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**1.9 Fund accounting**

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

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

Further explanation of the nature and purpose of each fund is included in the Financial Review of the Trustees' Report.

DYSPRAXIA FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2015

2 Voluntary Income

	Unrestricted Funds	Restricted Funds	Total 2015 £	Total 2014 £
<u>Donations &amp; Fund-Raising</u>	102,171	-	102,171	78,381
<u>Grants</u>				
Big Lottery Grant		61,595	61,595	36,417
Sylvia Adams Charitable Trust		10,000	10,000	10,000
Helping Hands Trust		10,000	10,000	-
Wixamtree Trust		1,000	1,000	-
Paul Bassham Charitable Trust		1,000	1,000	-
Bernard Piggott Charitable Trust		1,000	1,000	-
Rothley Trust		750	750	-
Walker Trust		750	750	-
Baron Davenport's Charity		500	500	-
Maud Ekington Charitable Trust		400	400	-
Shelroy Charitable Trust Fund		300	300	-
Pixel Fund				3,200
John Apthorp				10,000
R Clutterbuck Trust				1,000
Ernest				2,000
Hickinbotham Trust				100
Pye Foundation				600
Turner Charitable Trust				1,000
DJH Currie Memorial Trust.				500
Co-Operative Bank				825
	-	87,295	87,295	65,642
<u>Subscriptions</u>	23,758	-	23,758	20,021
	125,929	87,295	213,224	164,044

DYSPRAXIA FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2015

**3 Primary Purpose Trading**

The majority of the charity's trading is primary purpose trading of books and goods, the primary purpose of which contribute to the charity's object: "To relieve the condition of dyspraxia...".

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>Income From Sales</b>				
Books and Information packs	4,567	-	4,567	5,819
Goods	1,005	-	1,005	1,878
	<u>5,572</u>	<u>-</u>	<u>5,572</u>	<u>7,697</u>
<b>Cost of Sales</b>				
Opening stock	7,394	-	7,394	3,330
Books and Information packs	4,027	-	4,027	2,364
Goods	314	-	314	5,029
Less : Closing Stock	(7,004)	-	(7,004)	(7,394)
	<u>4,731</u>	<u>-</u>	<u>4,731</u>	<u>3,329</u>
<b>Gross Surplus/(Deficit)</b>				
Stock Movement	(390)	-	(390)	4,064
Books and Information packs	540	-	540	3,455
Goods	691	-	691	(3,151)
	<u>841</u>	<u>-</u>	<u>841</u>	<u>4,368</u>

**4 Breakdown of costs by Activity**

There is no further breakdown of costs by activity beyond that shown in the Statement of Financial Activity.

**5 Trustees' Remuneration and benefits**

There were no trustees' remuneration or other benefits for the year ended 30 September 2015 (2014 - £ ).

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2014 - £ ).

DYSPRAXIA FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2015

**6 Staff Costs**

No employee has received emoluments of more than £60,000.

The weekly number of employees during the period is shown as whole-time equivalents.

	Unrestricted Funds	Restricted Funds	Total 2015	Total 2014
	£	£	£	£
<u>Staff Costs</u>				
Wages and Salaries	81,513	32,304	113,817	102,736
Social Security	4,145	2,082	6,227	5,868
	<u>85,658</u>	<u>34,386</u>	<u>120,044</u>	<u>108,604</u>
<u>Staff Numbers</u>				
Support and Administration	3.50		3.50	3.30
Fundraising	0.40		0.40	0.40
Development Officers		1.30	1.30	1.00
	<u>3.90</u>	<u>1.30</u>	<u>5.20</u>	<u>4.70</u>

**7 Net (outgoing)/incoming resources**

Net (outgoing)/incoming resources is stated after charging:

	2015	2014
	£	£
Depreciation of tangible assets	-	286
Independent Examiner's remuneration	2,900	4,800
	<u>2,900</u>	<u>4,800</u>

**8 Investment income**

	2015	2014
	£	£
Bank interest	79	50
	<u>79</u>	<u>50</u>

**9 Taxation**

As a charity the Dyspraxia Foundation is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Chargeable Gains Act 1992 to the extent that these are applied to charitable objects. No tax charges have arisen in the Charity.

DYSPRAXIA FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2015

10 Tangible fixed assets	Plant and machinery etc	Total
	£	£
<b>Cost</b>		
At 1 October 2014 & at 30 September 2015	2,410	2,410
	<u>          </u>	<u>          </u>
<b>Depreciation</b>		
At 1 October 2014 & at 30 September 2015	2,410	2,410
	<u>          </u>	<u>          </u>
<b>Net book value</b>		
At 30 September 2015	-	-
	<u>          </u>	<u>          </u>
At 30 September 2014	-	-
	<u>          </u>	<u>          </u>
<b>11 Debtors</b>	2015	2014
	£	£
Trade debtors	100	335
Other debtors	4,116	2,842
	<u>          </u>	<u>          </u>
	4,216	3,177
	<u>          </u>	<u>          </u>
<b>12 Creditors: amounts falling due within one year</b>	2015	2014
	£	£
Trade creditors	2,031	2,778
Taxation and social security	2,057	2,094
Other creditors	2,900	4,800
	<u>          </u>	<u>          </u>
	6,988	9,672
	<u>          </u>	<u>          </u>

DYSPRAXIA FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2015

13 Statement of movements in funds

	At 1 October 2014	Incoming Resources	Outgoing Resources	Transfers	At 30 September 2015
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General Fund	(3,741)	124,742	(131,933)	(7,962)	(18,894)
Local Group Funds	64,108	14,562	(20,305)	7,962	66,327
	<u>60,367</u>	<u>139,304</u>	<u>(152,238)</u>	<u>-</u>	<u>47,433</u>
<b>Restricted Funds</b>					
The Headley Trust	444	-	-	-	444
Helpline - Dyspraxia Diffusion project	5,125	61,595	(58,631)	-	8,089
Website	562	-	(562)	-	-
Youth Information Officer	23,200	20,000	(14,317)	-	28,883
New Phone System	1,000	-	(1,000)	-	-
School Guidelines Packs	431	5,700	(336)	-	5,795
Co-operative Bank	494	-	(436)	-	58
	<u>31,256</u>	<u>87,295</u>	<u>(75,282)</u>	<u>-</u>	<u>43,269</u>
<b>Total Funds</b>	<u>91,623</u>	<u>226,599</u>	<u>(227,520)</u>	<u>-</u>	<u>90,702</u>

14 Analysis of net assets between funds

	Unrestricted Funds		Restricted Funds	Total Funds
	General Fund	Local Groups		
	£	£	£	£
<b>Tangible fixed assets</b>	-	-	-	-
<b>Current assets</b>				
Stock and debtors	11,220	-	-	11,220
Cash at bank and in hand at HQ	(24,076)	42,495	44,161	62,580
Local Groups own bank accounts	-	23,832	58	23,890
	<u>(12,856)</u>	<u>66,327</u>	<u>44,219</u>	<u>97,690</u>
<b>Creditors due within one year</b>	<u>(6,038)</u>	<u>-</u>	<u>(950)</u>	<u>(6,988)</u>
<b>Net assets at 30 September 2015</b>	<u>(18,894)</u>	<u>66,327</u>	<u>43,269</u>	<u>90,702</u>

DYSPRAXIA FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2015

---

15 Financial commitments

At 30 September 2015 the company was committed to making the following payments under non-cancellable operating leases in the year to 30 September 2016:

	2015	2014
	£	£
Operating leases which expire:		
Within one year	-	4,075
	<u>          </u>	<u>          </u>