

Yellow Submarine Respite Holidays

Annual report and financial statements: 2010/11

Charity number 1136735

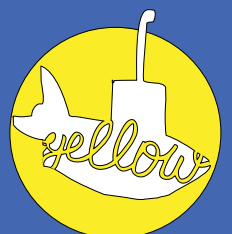


Yellow Submarine exists to support people with learning disabilities, their carers and their families.

Our goal is to help meet the huge need for respite breaks both to enable carers to have a much deserved rest and to assist people with learning disabilities to build confidence, develop new skills and participate in their community.

give us a break...

www.yellowsubmarine.org.uk



the year in review

Toby Staveley, *Manager*



It's been a busy year. Outputs have grown and behind the scenes we have instigated a number of important safeguarding measures and processes to make the organisation more accountable. We have supported a total of 37 places for people with learning disabilities on residential respite breaks to eight different locations including trips to Dorset, Blackpool and the Isle of Wight. We have provided families and carers with over 4000 hours of important respite time.

personal, careful, safe

On our residential breaks we provide a safe environment giving parents confidence, usually taking a group of five people with disabilities away together. All our holidays are led by trained and experienced staff aided by volunteers, often with close to a 1 to 1 ratio of care. Holidayers can choose from a wide range of destinations and we pride ourselves in providing a natural holiday environment. We don't use sterile care homes for our breaks but make great point of staying in normal, but often breathtaking holiday cottages, usually rented from the National Trust. With the large kitchens, living and dining rooms these properties benefit from we create a sense of shared space, cooperation and mutual support on the holidays.

building confidence

We encourage our holidayers to plan their meals and contribute to shopping, preparing or cooking meals based on their abilities. Everyone is supported on the breaks to learn new skills, express themselves and within a protected environment to look after both themselves and one another. This year we've run two residential breaks which have been specifically designed to increase participants' skills for work and employability, and have included visits to workplaces and volunteer placements.

expanding the service

In addition to our residential breaks and our 'out-and-about' day trips we've continued our monthly gardening club in West Oxfordshire and we've piloted a class looking at self employment skills that we anticipate expanding next year. To assist with our projects we have recruited and trained 16 volunteers who are not only invaluable to our work but who will, we hope, become ambassadors for people with learning disabilities within their own communities as a result of positive experiences with Yellow Submarine.

great feedback

The outcome of our work is significant. Carers have universally told us that they have benefitted from and feel more energized for having a break. Our feedback forms from holidayers record that 82% say they 'gained new skills on the holiday', 79% feel 'less anxious', 82% felt 'more confident', 94% felt 'healthier' and 97% of respondents said they 'made new friends on the holiday'. Perhaps the best testament of all is that over 88% of our holidayers have either come, or are booked to come on another break with us.



give us a break

Elsbeth Lee, Chair



I'm proud to be the Chair of this young but dynamic charity which was named "Best new voluntary or community group set up in the past two years" at the OCVA awards.

The problems we are seeking to address are significant. People with learning disabilities are increasingly isolated within their communities and afraid to venture out of their homes. High profile cases of bullying and 'mate crime' towards people with disabilities, leading to the murder of individuals such as Gemma Hayter and David Askew have made the front pages of the newspapers this year. Due to cuts in funding, day services and charity projects are closing leaving people with learning disabilities very few places where they feel safe, even to do the basic things in life such as use a bus, go to a shop or meet a friend in a cafe. This in turn is putting greater pressure on family carers who are getting less respite, leading to what a recent Mencap report described as a 'breaking point.'

making a difference

Yellow Submarine is aiming to provide the life skills and confidence to help reduce this 'incarceration at home'. Our residential breaks and training events give individuals the opportunity to take steps towards becoming more independent, to engage with the community and to be able to find work. At the same time we're providing families with valuable respite, allowing parents and siblings to crucially recharge their batteries from their relentless caring tasks to avoid breaking point.

every penny counts

Yellow Submarine is extremely cost efficient which makes the donations and grants we receive go very far. We have minimal administrative costs, running the whole charity with just 2 staff. We rely on volunteers and being financially prudent, wherever possible seeking in-kind donations to minimise our expenses. We are also fortunate to have a committed team- in 2010/11 staff donated 10% of their salary back to Yellow Submarine. Running the charity in an efficient and economic yet effective way is of key importance to the trustees.

our ambition to do more

Pound for pound we punch substantially above our weight - last year we provided over 4000 hours of respite- but we're keen to do more. Demand for respite care is greater than ever and with a small amount of financial support we can help a huge number of families and disadvantaged people where the state is turning its back. This year we have an ambition to extend our help to families with young disabled children and to increase our total support to over 6000 hours of respite. Please support our vital work in any way you can.



our governance



Charity name - Yellow Submarine Holidays

Administrative details - Yellow Submarine is a company limited by guarantee (number 6619694). The company was registered as a charity with the Charity Commission under Number 1136735 on the 6th July 2010. The registered office is Westhall Barn, Westhall Hill, Fulbrook, OXON, OX18 4BJ

Governing document - The charity is governed by memorandum and articles of association based upon a model Charity Commission document which was adopted on the 18th March 2010. The charity's objects are as follows: "To relieve the needs of and help people with learning difficulties and their carers by providing: (A) supported holidays, support and activities; (B) respite; (C) volunteering opportunities and training for the general public." Our full governing document can be downloaded at yellowsubmarine.org.uk



Trustees - The overall responsibility of the organisation rests with the board of trustees. The selection of Trustees is designed to supplement the existing skills and expertise of the board and is governed by an informal skills assessment. Appointment of trustees is made in accordance with the society's constitution. The following persons served as Trustees during the period under review: Ms Elspeth Lee (Chairperson & director), Mr Roland Allen (Treasurer & director), Ms Kathryn Seward (Secretary & director), Ms Linda Kupczak. There are at least four full Board meetings a year. The trustees appoint a manager, who is responsible for ensuring that their policies and strategies are followed.



Risk assessment - Criminal Records Bureau checks are carried out for all trustees, staff and volunteers. The Trustees have examined the major strategies, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to minimise these risks.

Reserves policy - Yellow Submarine does not have a reserves policy. The trustees are actively trying to build reserves via fundraising.



Public benefit statement - Yellow Submarine Holidays provides supported holidays and activities for people with learning disabilities (PWLD). It operates with three aims: 1/ to offer PWLD choice in holiday options and day-trips at affordable prices; 2/ to provide respite for those who care for PWLD; 3/ to give people training and volunteering opportunities. This creates public benefits in health and community cohesion.

Accountants - Shilton Accounting Services, Honeystone Cottage, Ladburn Lane, Shilton, Oxfordshire, OX18 4AJ



staying accountable

"The staff are very helpful and friendly. They work very hard so that we can enjoy the holiday. The food is great and the activities are enjoyable!"

Jimmy Smith (who came with us to the Isle of Wight, pictured on the right)

"The experience of being away from us is good for Chris' independence and also his confidence. It's easy to rely on us because we're there, so having to sort himself out can only be beneficial. He's already picked his next Yellow Submarine holiday!"

Jan Carter (mother of Chris who has come on holiday with us to Dartmouth and Blackpool)

"I much enjoyed the Blackpool holiday based at Bell Farm, with a super bunch of campers. Tough work and rather harder than Leeds Castle, but immensely rewarding and enjoyable - good weather too!!"

Nigel Preisner, volunteer on our Kent and Blackpool trips

"Yellow Submarine is fantastic because the service is not just holidays for people with learning disabilities but also a chance to socialise, meet new friends and go to new environments. You really help our members have a break when otherwise they couldn't afford it."

Araceli Rodriguez, Supported Living Manager at Equal People

Monitoring and evaluation of outcomes

(33 people with learning disabilities gave feedback)

- 97% said they **made new friends** on the holidays
 - 94% said they felt **healthier** after the holiday
 - 82% said they were **more confident** after the holiday
 - 82% said they **learnt new skills** on the holiday
 - 73% said they **improved at cooking** on the holiday
-
- All respondents said they **liked the holiday accommodation**
 - All respondents said they **enjoyed the activities**
 - All respondents said **the staff and volunteers were helpful**
 - All respondents said **they'd recommend the holidays**



Jimmy Smith in the Isle of Wight



**Independent examiner's report to the trustees of Yellow Submarine Holidays.
A company limited by guarantee**

I report on the accounts of the company for the year ended 30 June 2011, which are set out on pages 7 to 11.

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 trustees consider that an audit is not required for this year under section 43(2) of the Charities Act (the 1993 Act) and that an independent examination is needed. The charity's gross income does not exceed £250,000.

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 43 of the 1993 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 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 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 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:
 - a. to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - b. to prepare accounts which accord with the accounting records, comply with 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 Charitieshave 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.

David Fredric Cuthbertson
ICPA
Honestone Cottage
Ladburn Lane
Shilton
OX18 4AJ
Date: 18/8/2011

Yellow Submarine Holidays
Company limited by guarantee
Statement of Financial Activities (including Income & Expenditure Account)
for the year ended 30 June 2011

	Notes	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
Incoming resources					
Incoming resources from generated funds:	2				
<i>Donations and grants</i>		7,921	14,600	22,521	15,815
Investment income		6	-	6	2
Incoming resources from charitable activities	3				
<i>Holiday sales</i>		21,289	-	21,289	12,202
Total incoming resources		29,216	14,600	43,816	28,019
Resources expended					
Costs of generating funds	4				
<i>Costs of generating voluntary income</i>		-	-	-	-
<i>Fundraising trading: cost of goods sold and other costs</i>		-	-	-	-
<i>Charitable activities</i>		31,658	8,224	39,882	21,282
<i>Governance costs</i>		432	-	432	210
Total resources expended		32,090	8,224	40,314	21,492
Net incoming resources before other recognised gains		(2,874)	6,376	3,502	6,527
Reconciliation of funds					
<i>Total funds brought forward</i>		3,377	0	3,377	(3,150)
Total funds carried forward		503	6376	6879	3377

There are no recognised gains or losses other than in the Statement of Financial Activity

**Yellow Submarine Holidays
Company limited by guarantee
Balance sheet as at 30 June 2011**

	Notes	2011		2010	
		£	£	£	£
Current Assets					
Debtors	8	3,065		10,940	
Cash at bank and in hand		11,307		5,998	
		<u>14,372</u>		<u>16,938</u>	
Creditors: amounts falling due within one year	9	<u>(7,493)</u>		<u>(13,561)</u>	
Net current assets			<u>6,879</u>		<u>3,377</u>
Total assets less current liabilities			6,879		3,377
Net assets			<u>6,879</u>		<u>3,377</u>
Unrestricted funds					
General funds		<u>503</u>		<u>3,377</u>	
			503		3,377
Restricted funds			6,376		-
Total funds			<u>6,879</u>		<u>3,377</u>

The directors' statements required by Section 475(20 and (3) is shown on the following page which forms part of this Balance Sheet.

**Yellow Submarine Holidays
Company limited by guarantee**

**Notes to the financial statements
For the year ended 30 June 2011.**

1) Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

a) Basis of accounting.

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and reporting by Charities issued in March 2005.

b) Fund accounting

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

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

c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

Income resources from charitable trading activity are accounted for when earned.

Income resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

d) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

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 such 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 accountancy and legal fees.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resources. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

2) Donations

	Unrestricted	Restricted	Total	2010
	£	£	£	£
Baily Thomas	0	5,000	5,000	0
National Lottery	0	9,600	9,600	0
Donations	7,921	0	7,921	15,815
	7,921	14600	22,521	15,815

3) Incoming resources from activities to further the charity's objects.

The income from holiday sales represents contributions from beneficiaries and their supporters that relate to the direct general activities of the charity.

4) Total resources expended.

	2011	2010
	£	£
Costs directly allocated to activities		
Holiday accommodation	3,306	5,121
Other direct holiday costs	8,445	3,621
Wages and salaries	23,975	9,533
Employer's NI contributions	2,027	1,284
Staff training & CRB checks	85	0
Insurances	173	195
Printing, postage & stationery	377	143
Marketing & advertising	891	283
Computer & internet costs	224	229
Travelling & subsistence	379	807
Total directly allocated costs	39,882	21,216
Costs allocated to governance		
Legal and professional costs	47	54
Accountancy	385	156
Subscription	0	66
Total governance	432	276
Total resources expended	32,090	21,492

5) Staff costs.

None of the directors received any emoluments or expenses in the year.

No employee received emoluments of more than £20,000 in the year.

The average number of employees during the year was two.

The charity does not operate any pension schemes for its employees.

6) Trustee remuneration & related party transactions.

No trustees received any remuneration or expense payments in the year.

No trustees or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2010 – nil).

7) Taxation.

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

8) Debtors.

	2011	2010
	£	£
Trade debtors	3,065	10,767
Prepayments and accrued income	0	173
	<u>3,065</u>	<u>10,940</u>

9) Creditors: Amounts falling due within one year.

	2011	2010
	£	£
Employee loan	5,665	0
Trade creditors	(111)	0
Other taxes and social security	1,639	1,134
Directors' accounts	0	12,292
Accruals and deferred income	300	135
	<u>7,493</u>	<u>13,561</u>

10) Movement in funds.

	At 1 July 2010	Incoming resources	Outgoing resources	At 30 June 2011
	£	£	£	£
Restricted funds	0	14,600	8,224	6,376
Unrestricted funds	3,377	29,216	32,090	503
Total funds	<u>3,377</u>	<u>43,816</u>	<u>40,314</u>	<u>6,879</u>

thank you & contact details

We would like to thank all who have supported us through donations and gifts in kind:

Baily Thomas
Barnwood Trust
CIBA
Comic Relief
Golden Boot Trust
Google
James Caulfield
National Lottery- Awards for all
RAF
Rothschild
Toby Staveley
Tom Alexander
Young Creatives Network

And special thanks to all our volunteers whose help is invaluable and much appreciated

Angeliki Biba
Ann Tivey
Benjamin Shirlaw
Connor Kelly
Darrinda Lewes
Denise Clent
Henry James
Isobel Shirlaw
Jo Hubbard

Kathryn Seward
Lucy Staveley
Poppy Shirlaw
Rachel Garner
Roland Allen
Rose Rokhim
Tessa Weldon
Velichka Karaguleva
William Culliford

A Yellow Submarine class looking at craft making as a form of self employment in west Oxfordshire



Our postal address and registered office is: Westhall Barn, Westhall Hill, Fulbrook, OXON, OX18 4BJ.
Company limited by guarantee number- 6619694 and registered charity number - 1136735

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