



**REPORT OF THE TRUSTEES AND UNAUDITED
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007
FOR
SUSSEX ASSOCIATION FOR SPINA BIFIDA AND HYDROCEPHALUS**

SUSSEX ASSOCIATION FOR SPINA BIFIDA AND HYDROCEPHALUS

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References and Administrative Information

Sussex Association for Spina Bifida and Hydrocephalus - Registered charity 247430

Registered office: SASBAH Office, 5A Grand Avenue, Worthing, BN11 5AP
Telephone 01903 507000 office@sasbah.org.uk www.sasbah.org.uk

Advisers. The principal professional advisers to the charity are:

Banks

CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ
Natwest, Carfax, Horsham, West Sussex, RH12 1YZ
CCLA Investment Management Ltd, 80 Cheapside, London EC2V 6DZ

Accountants

Ashdown Hurrey, Accountants and Business Advisers,
28 Wilton Road, Bexhill on Sea, TN40 1EZ

Payroll

ProPay Ltd, First Floor Office Suite 2, 96 London Road, Bexhill on Sea, TN39 3LE

Honorary Solicitor

Sheila Riches, Rix & Hay Solicitors, The Courtyard, River Way, Uckfield, TN22 1SL

Chief Executive

The charity does not have an appointed chief executive.
The senior employee is the General Manager, Romeen Sanglaji.

Trustees

The trustees of the charity:

The following people served for the whole year;

Katie Baird	David Lowles	Colin Steele
Tony Balsdon	Julie Parks	Kevin White
Howard Cook	Keith Rodaway	Peter White

The following people served for part of the year;

Liz Allsobrook	Warren Kingston	Beverley Rowe
Paul Borthwick	Adam Lovegrove	Mike Sandford
Jane Harrington	Liz Owen	

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Structure, Governance and Management

Reserves Policy

In accordance with CC19 the trustees have adopted the following policy:

“The charity needs to hold financial reserves in order to:

- assure continuity of support to those it benefits
- assure continuity of employment to its staff
- permit any changes needed to be made in an orderly manner
- provide some capacity to launch new projects

For these purposes the trustees aim to hold monies equivalent to between 6 and 12 months average expenditure, overall and within each of the charity's projects. The trustees will allocate or retain monies for each of the projects to achieve the above reserves level as funds become available. The trustees will review the actual reserves level annually and reallocate funds accordingly.”

Risk Policy

“The trustees consider that the main areas of risk to the charity are data loss, external claims, income loss and personnel loss. The trustees assess these risks in each area of activity and introduce procedures to eliminate risks and minimise those which cannot be eliminated. The Association maintains employer's and public liability insurance. The trustees review the areas of risk and procedures annually to ensure that new risks are identified and that the exposure to risk is minimised.”

Investment Powers

The trustees are empowered to invest widely under clause 19 of the constitution. However the charity does not hold sufficient funds to justify investments other than deposit and current bank accounts. Such accounts are chosen so as to balance convenience, security, reasonable interest, good service, and to spread risk.

Trustees

The constitution provides for an honorary chairman, treasurer and secretary, each elected annually at an AGM; holding trustees (usually four) who hold office indefinitely; and between two and nine trustees elected at an AGM to hold office for three years.

New trustees are chosen to ensure representation of service users, parents of service users, related interests, and appropriate skills and experience. They must be members and may be co-opted by the trustee committee prior to being elected at an AGM. New trustees are introduced to the trustee body and to the staff, and are provided with a handbook containing the constitution, policy and procedure documents and other reference material.

Volunteers

Numerous volunteers assist in fundraising and assist service users at activities. Criminal Records Bureau checks are obtained for volunteers where appropriate.

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Management

- General Manager; runs SASBAH with the trustees.
- SASBAH staff includes social and buddy coordinators, an education adviser, youth workers, an occupational therapist, a fundraiser and a Young People's Committee co-ordinator. SASBAH also has advisers employed through the national association.
- A handbook is maintained as reference for trustees, staff and volunteers.
- Sub-committees exist for social activities, housing, welfare, annual review, finance and personnel, and a young people's committee.
- Training is provided by SASBAH in Spina Bifida, Hydrocephalus and related issues.
- Training is attended by staff and trustees locally and nationally relating to SASBAH services and charity management. A trustees/staff training day is held annually.
- The reserves policy is reaffirmed annually by the trustees
- The risk assessment is reviewed quarterly by the trustees and the risk policy reaffirmed annually.
- Affiliation; SASBAH is affiliated to the national organisation ASBAH (www.asbah.org)

Constitution, Policy and Objectives

Organisation

The governing document of the charity, which was founded in 1965, is the Constitution that was adopted at its AGM in 1995 and amended in conjunction with the Charity Commission in April 1999. The Association is run by an Executive Committee of trustees, which is elected at each AGM from nominations received from members. The committee meets bimonthly and includes adults with spina bifida and/or hydrocephalus and parents. All staff report to a general manager who in turn reports to the committee. The committee and general manager are supported by several subcommittees.

Objectives

The objects of the charity are defined in clause 5 of the Constitution as:

"The Association is established for the relief of persons who have spina bifida and/or hydrocephalus or allied or related disorders who are resident or were formerly resident in the beneficial area by providing for their care, welfare, treatment, education and integration into society". The beneficial area is defined in clause 3 as "the counties of East and West Sussex and adjacent areas".

The charity's mission statement is "working with those in Sussex who have spina bifida and/or hydrocephalus to create and develop their best opportunities."

Grant Making Policy

SASBAH gives grants to service users on the recommendation of its advisers. A grant guidelines protocol is maintained which ensures that grants are made in accordance with the constitution.

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Achievements and Performance

The charity works to achieve its objectives in the following ways, which are further described in the annual review q.v.:

Meeting Objectives

Services to groups.

- Day events: nearly 140 held; including sports, games, meals out, theatre trips and crafts.
- Residential events; three run by SASBAH for various ages and groups
- Activity holidays, together with residential events, comprised 120 service user places on which new skills were learnt.
- Drop-in sessions; 2 were held around the county enabling service users and their families to meet each other and SASBAH staff informally and near to home.
- Youth clubs; for disabled young people a club (Flintstones) is run fortnightly in Littlehampton in conjunction with the West Sussex Youth Service. A similar club (Bourne Free) in Eastbourne is sponsored by East Sussex Youth Service; this now has over 60 members.
- Young People's Committee involves younger members in running activities.
- Independence training house; in Worthing run by Downland Housing Association, with SASBAH running the house committee.

Services to individuals

- Personal service; to approximately 400 service users.
- Advisers; giving individual support and advice on benefits, finance, health, education, accommodation, transport, relationships etc.
- Buddy Scheme; arranging volunteers to help disabled adults access community facilities.
- Welfare grants; providing financial help as recommended by the advisers.
- Clinic; at Chailey Heritage, for adults - SASBAH attends and provides the occupational therapist.
- Family support; linking families to share experiences.
- Newsletter; widely distributed quarterly.
- Website; SASBAH's own is at www.sasbah.org.uk; new version launched in 2007.
- Office; in Worthing, providing a common point of contact.

Investment Policy

The charity does not have any investments other than cash deposits.

Political Contributions

The charity does not make political contributions.

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Financial Review

Sources

Funding is attracted from many sources including trusts, county councils, and other local authorities. Many major funders are listed in the restricted funds section and others in The Annual Review. Active fundraising is maintained, including street collections and the sale of SASBAH's Christmas cards. SASBAH staff includes a fundraiser who organises grant applications and fundraising activities.

Performance

After difficult early months the funding received in 2007 showed some improvement on the previous year, permitting a small surplus for reserve. The charity endeavours to recover overhead costs within service grants, using full cost recovery procedures.

The budget for 2008 is generally similar to that of previous years but aims to permit some expansion of the charity's activities.

Plans for Future Activities

- Housing; the new project in East Sussex is delayed awaiting funding.
- Staffing; it is hoped to expand both service and management staffing levels as funding permits.
- Young People's Committee will develop the role of younger service users further in 2008 with increased activities. It is planned to recruit a youth development worker when funds permit.
- The Adult Clinic continues; funding to provide for a dietician to still being sought.

Related Parties

SASBAH is affiliated to (but is not a branch or subsidiary of) the Association for Spina Bifida and Hydrocephalus (ASBAH).

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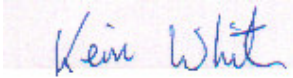
Statement of Trustees' responsibilities in relation to the financial statements

The Charities Act 1993 requires the trustees to obtain Financial Statements for each year which show a true and fair view of the financial transactions of the charity during the year and the disposition at the year end of its assets and liabilities. In preparing these Financial Statements the Trustees are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates which are reasonable and prudent;
- (c) act in accordance with the constitution;
- (d) ensure that the Financial Statements are prepared on a going concern basis.

The Trustees are responsible for keeping proper accounting records to enable them to ensure that the Financial Statements comply with the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

For and on behalf of the Trustees:

A handwritten signature in blue ink that reads "Kevin White". The signature is written in a cursive style and is positioned above the printed name of the Chairman.

K White (Chairman)