Company registration number: 09253306

Charity registration number: 1178924

Disability Support Ltd

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2019

Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

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Reference and Administrative Details

Trustees Brenda Yong

Toni Marie Jarvis

Jade-Su Armstrong

Secretary Charlotte Throssel

Senior Management Team Charlotte Throssel, CEO

Principal Office Old Basford Community Centre

Bramble Close Nottingham NG6 0QG

Company Registration Number 09253306

Charity Registration Number 1178924

Independent Examiner John O'Brien, employee of

Community Accounting Plus

Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 December 2019.

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 07/10/2014 and most recently amended 30/05/2019. It has no share capital and the liability of each member in the event of winding-up is limited to £10.

Recruitment and appointment of trustees

Potential trustees are invited to apply for vacant positions, applications are then reviewed by the Board of Trustees.

Objectives and activities

Objects and aims

- 1) To provide relief for disabled people in Nottingham, by the provision of information and advice which directly relieves the need of the beneficiaries and the development of services which either directly or indirectly facilitates disabled people's ability to live independently;
- 2) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society. For the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of their age or disability.

Objectives, strategies and activities

Disability Support Ltd is an advice and support service for disabled people living in Nottingham and Nottinghamshire. Activities include:

- Providing welfare rights services, advice and information, peer support, mentoring and developing community activities;
- Welfare Rights Support includes benefits form filling service as well as appeals and tribunals;
- We actively encourage volunteering within our organisation;
- We provide information and advice on a range of topics such as accessible transport, activities/social groups, personal budgets, equality act/discrimination, finding grants, equipment, employment and adjustments, peer support, loneliness & isolation and training.

Public benefit

Our activities facilitate disabled people's ability to live independently and improve their mental wellbeing through offering our support and activities to relieve social isolation.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Trustees' Report

Achievements and performance

This year we have been building on our successful application to The Big Lottery. Our social groups have been extremely popular and through feedback and evaluation we went on to provide a subsidised eating session. These sessions are designed to promote healthy eating as well as reduce social isolation. People feel mentally more stable with a warm substantial meal inside them and this in turn leads them on to being able to create peer networks and/or friendships.

Our welfare rights service continues to be inundated with enquiries and requests for support. All three advisers find themselves fully booked for at least 3 to 4 weeks in advance. However, we can proudly boast a 93% success rate across all benefit tribunals. Disability Support is becoming a first port of call for adult social care when they have requests that do not fit their standard assessment criteria.

Throughout this period, we have recruited over 40 volunteers all of whom have a disability of some sort. Impairments of our volunteers vary from physical, sensory and mental health difficulties. By utilising robust safeguarding and monitoring procedures we are able to provide some ex-offenders with either mental health difficulties or physical disabilities to take an active role in volunteering and be a part of the local community. Not only does this increase their confidence but it gives them an opportunity to gain experience and references despite their previous misdemeanours.

Financial review

Our financial review for this period shows that despite some difficulty we have managed to continue to grow. Through hard work, sheer dedication and donations from grateful clients we have been able to maintain financial stability.

Policy on reserves

We do not have a specific policy on reserves.

Principal risks and uncertainties

Major Risk

We are still reliant on grant funding and fundraising to allow us to provide most of our activities which can leave us with a deficit.

We carefully monitor our financial situation and are constantly seeking ways to improve it. There may be an opportunity as advised by our funding officer for business development, this would include a grant as well as support, advice and guidance. As this report is written there are plans in place to work with Nottingham Trent University and a group of students who are in their final year of their degree in business studies. The students will be supporting us to look at what services or aspect of services can become chargeable, other groups that offer something similar, as well as how to set up chargeable services. They will also produce a full business report that will be written as if they are business consultants. This will be of great benefit to the charity.

This report has been written during the pandemic and we envisage that this will be a huge financial barrier for the charity. Mainly due to the fact that we will not be able to complete many of our usual fundraising activities such as open days, room hire or bag packing. This is an area that we will monitor closely going forward.

Trustees' Report

Plans for future periods

Covid-19

Approximately February time Disability Support staff were watching the news and seeing how the pandemic had unfolded in other countries. We could see that the UK would not be dissimilar in its approach to our European neighbours. With this in mind we rewrote our business model and our recruitment policies for volunteers. This fast and flexible approach meant that we were ready to support the most vulnerable in society before lockdown had been initiated, unlike many of our counterparts. Two weeks before lockdown was put in place we had over 20 new volunteers signed up, DBS checked, and supplied with identification and PPE. Two days before the national lockdown we started to receive calls from people in the community that found their local supermarket shelves bare or were unable to get their prescriptions for a variety of reasons. Thankfully we were able to support people instantly. Due to our fast, flexible response other organisations were able to refer to us to support their vulnerable clients. This included some very large organisations who had not been as well prepared.

Throughout lockdown we continued with our recruitment of volunteers across the city and county. We can proudly boast that we had over 90 volunteers supporting with shopping, prescription collections, dog walking, transport to hospital, hot meal preparation and delivery, telephone befriending and a professional listening service.

The positives to come from the pandemic for our charity are that we have proven to client, other organisations and local authorities alike that Disability Support can be relied upon in an emergency. Disability Support has proven to be proactive and reactive to client need and feedback from local communities and professional colleagues has been extremely positive.

We envisage some financial difficulties going forward due to our usual fundraising activities not being able to take place, however with encouraging support around us we hope to see an increase in donations and more access to local funding pots to ensure that we can keep serving disabled people, carers and older people across Nottingham city and Nottinghamshire.

Trustees' Report

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Disability Support Ltd for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 23/10/2020.... and signed on its behalf by:

Jade-Su Armstrong

Jade-Su Armstrong Trustee

Independent Examiner's Report to the trustees of Disability Support Ltd

Independent examiner's report to the trustees of Disability Support Ltd ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2019.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and 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.

John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus

Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

23/10/2020 Date:....

Statement of Financial Activities for the Year Ended 31 December 2019 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 31 December 2019 £	Total 1 November 2017 to 31 December 2018 £
Income and Endowments fro	m:				
Donations and legacies	2	53,264	-	53,264	11,584
Charitable activities	3	9,503	90,579	100,082	68,844
Total income		62,767	90,579	153,346	80,428
Expenditure on:					
Charitable activities	5	(89,323)	(78,893)	(168,216)	(30,382)
Total expenditure		(89,323)	(78,893)	(168,216)	(30,382)
Net (expenditure)/income		(26,556)	11,686	(14,870)	50,046
Net movement in funds		(26,556)	11,686	(14,870)	50,046
Reconciliation of funds					
Total funds brought forward		13,160	38,243	51,403	1,357
Total funds carried forward	13	(13,396)	49,929	36,533	51,403

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 13.

Statement of Financial Activities for the Year Ended 31 December 2019 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	1 November 2017 to 31 December 2018 £
Income and Endowments from:				
Donations and legacies	2	11,584	-	11,584
Charitable activities	3	20,821	48,023	68,844
Total income		32,405	48,023	80,428
Expenditure on:				
Charitable activities	5	(20,602)	(9,780)	(30,382)
Total expenditure		(20,602)	(9,780)	(30,382)
Net income		11,803	38,243	50,046
Net movement in funds		11,803	38,243	50,046
Reconciliation of funds				
Total funds brought forward		1,357		1,357
Total funds carried forward	13	13,160	38,243	51,403

(Registration number: 09253306) Balance Sheet as at 31 December 2019

	Note	2019 £	2018 £
Current assets			
Debtors	10	5,095	837
Cash at bank and in hand	11	42,562	54,008
		47,657	54,845
Creditors: Amounts falling due within one year	12	(11,124)	(3,442)
Net assets	=	36,533	51,403
Funds of the charity:			
Restricted income funds			
Restricted funds		49,929	38,243
Unrestricted income funds			
Unrestricted funds	-	(13,396)	13,160
Total funds	13	36,533	51,403

For the financial year ending 31 December 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 7 to 19 were approved by the trustees, and authorised for issue on 23/10/2020...... and signed on their behalf by:

Jade-Su Armstrong

Jade-Su Armstrong Trustee

Notes to the Financial Statements for the Year Ended 31 December 2019

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

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 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Disability Support Ltd 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 notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Exemption from preparing a cash flow statement

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Notes to the Financial Statements for the Year Ended 31 December 2019

Gift aid

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

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.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Notes to the Financial Statements for the Year Ended 31 December 2019

Fund structure

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

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

2 Income from donations and legacies

	Unrestricted funds		Total
	General £	Total 31 December 2019 £	1 November 2017 to 31 December 2018 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	1,000	1,000	4,000
Grants, including capital grants;			
Government grants	28,168	28,168	4,000
Other income from donations and legacies	24,096	24,096	3,584
	53,264	53,264	11,584

3 Income from charitable activities

	Unrestricted funds			
	General £	Restricted funds £	Total 31 December 2019 £	Total 1 November 2017 to 31 December 2018 £
Grants	-	90,579	90,579	48,023
Charitable activities	-	-	-	16,267
Services	3,553	-	3,553	4,247
Sundry receipts	3,825	-	3,825	307
Events	2,125		2,125	
	9,503	90,579	100,082	68,844

Notes to the Financial Statements for the Year Ended 31 December 2019

4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Big Lottery	-	76,486	76,486
Awards for All	-	9,943	9,943
Castle Cavendish	-	4,150	4,150
Access to Work - DWP	24,204	-	24,204
Gift Aid	3,964	-	3,964
Duke of Portland Charitable Trust	1,000	-	1,000
Sundry grants & donations	24,096		24,096
	53,264	90,579	143,843

5 Expenditure on charitable activities

	Unrestricted General funds £	Restricted funds	Total 31 December 2019 £	Total 1 November 2017 to 31 December 2018 £
Advertising & promotional	-	-	-	507
Bank charges	123	-	123	185
Cleaning	1,357	-	1,357	4,306
Events	217	517	734	1,063
Insurances	944	-	944	120
IT & website	5,218	-	5,218	2,909
Office & general admin	1,219	8	1,227	361
Other professional fees	2,672	-	2,672	1,207
Telephones	738	97	835	1,690
Printing, postage & stationery	2,405	805	3,210	1,094
Rent & services	14,043	1,064	15,107	2,500
Wages, NI & pension	58,385	76,317	134,702	14,410
Travel & accommodation	2,002	85	2,087	30
	89,323	78,893	168,216	30,382

Notes to the Financial Statements for the Year Ended 31 December 2019

6 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses from the charity during the year.

7 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	Year ended 31 December 2019 £	1 November 2017 to 31 December 2018 £
Independent examination	770	750
Other financial services	825	166
	1,595	916

Notes to the Financial Statements for the Year Ended 31 December 2019

8 Staff costs

The aggregate payroll costs were as follows:

	2019 £	2018 £
Staff costs during the year were:		
Wages and salaries	126,741	13,404
Social security costs	4,260	816
Pension costs	3,701	190
	134,702	14,410

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2019	2018
	No	No
Average number of employees	7	2

7 (2018 - 5) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £3,701 (2018 - £190).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £34,182 (2018 - £Nil).

Notes to the Financial Statements for the Year Ended 31 December 2019

9 Taxation

The charity is a registered charity and is therefore exempt from taxation.

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	2019 £	2018 £
Trade debtors	341	-
Prepayments	4,733	810
Other debtors	21	27
	5,095	837
11 Cash and cash equivalents		
	2019 £	2018 £
Cash on hand	159	280
Cash at bank	42,403	53,728
	42,562	54,008
12 Creditors: amounts falling due within one year		
	2019 £	2018 £
Other taxation and social security	8,008	2,083
Other creditors	924	1,359
Accruals	2,192	
	11,124	3,442

Notes to the Financial Statements for the Year Ended 31 December 2019

13 Funds

	Balance at 1 January 2019 £	Incoming resources	Resources expended £	Balance at 31 December 2019 £
Unrestricted funds				
General				
Unrestricted	13,160	62,767	(89,323)	(13,396)
Restricted funds				
REACH	38,243	76,486	(76,486)	38,243
Meet and Eat	-	9,943	(759)	9,184
Employment Project	-	3,300	(903)	2,397
Lunch Club		850	(745)	105
Total restricted funds	38,243	90,579	(78,893)	49,929
Total funds	51,403	153,346	(168,216)	36,533
	Balance at 1 November 2017 £	Incoming resources	Resources expended £	Balance at 31 December 2018 £
Unrestricted funds				
General Unrestricted	1,357	32,405	(20,602)	13,160
Restricted funds				
Share to Care	-	9,780	(9,780)	-
REACH		38,243	<u>-</u>	38,243
Total restricted funds		48,023	(9,780)	38,243
Total funds	1,357	80,428	(30,382)	51,403

Notes to the Financial Statements for the Year Ended 31 December 2019

The specific purposes for which the funds are to be applied are as follows:

Share to Care fund - Awards for All - fund for social eating project designed to reduce loneliness and isolation; REACH - Big Lottery - fund for providing advice, support and guidance for disabled people, carers and older people in Nottingham City and Nottinghamshire;

Meet & Eat - Awards for All - a project designed to address food poverty social isolation among disabled and older people;

Employment Project - Castle Cavendish - has been designed to support people who have barriers to employment, such as a disability, long-term unemployed or lack of confidence;

Lunch Club - Castle Cavendish - an extension of our morning social groups and was brought about due to conversation and consultation with peer support groups who came to Disability Support on a regular basis. This project also looked at supporting people on low income to access food and recipes who may otherwise not have eaten that day would have eaten only convenience food.

14 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2019 £	2018 £
Land and buildings		
Within one year	8,333	10,000
Between one and five years	<u> </u>	8,333
	8,333	18,333
Other		
Within one year	806	806
Between one and five years	2,318	3,125
	3,124	3,931

Notes to the Financial Statements for the Year Ended 31 December 2019

15 Analysis of net assets between funds

	Unrestricted funds		
	General £	Restricted funds	2019 Total funds £
Current assets	(2,272)	49,929	47,657
Current liabilities	(11,124)		(11,124)
Total net assets	(13,396)	49,929	36,533
	Unrestricted funds		
	General £	Restricted funds £	2018 Total funds £
Current assets	16,602	38,243	54,845
Current liabilities	(3,442)		(3,442)
Total net assets	13,160	38,243	51,403

16 Related party transactions

During the year the charity made the following related party transactions:

Donation

One director donated a total of £15,000.