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 2020

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

Contents

Reference and Administrative Details	1
Trustees' Report	2 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6 to 7
Balance Sheet	8
Notes to the Financial Statements	9 to 17

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 2020.

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

Pre Covid-19 Disability Support was an advice and support service for disabled people living in Nottingham and Nottinghamshire. during the height of the pandemic we assisted with relieving pressure on carers and a lifeline to the most vulnerable in society.

This year has been like no other for everyone but for us it has been a year where we showed how fast we can respond to a crisis. Planning to support our communities was ahead of what appeared to be every statutory service in the City. We proved our value to citizens and services alike.

Our welfare rights service adapted to meet demand by either phone, video or in an extremely safe environment.

Throughout this period we have recruited over 140 Covid Community Support Volunteers to assist with our work.

Financial review

Our financial review for this period is a positive report, showing a large increase in donations and successful grant applications.

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. Financial advice students from Nottingham University helped us look at ways to make some services chargeable once Covid-19 is under control.

Last year we believed there may have been an opportunity as advised by our funding officer for business development, this would include a grant as well as support, advice and guidance. Unfortunately, he left and Covid-19 stopped a lot of things. This is an area we are keen to explore hopefully with our new funding officer.

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. However, we are looking at a Social Media campaign to help with this area.

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.

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 2020.

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

Date:....

Statement of Financial Activities for the Year Ended 31 December 2020 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Income and Endowments fro	om:				
Donations and legacies	2	64,305	-	64,305	53,264
Charitable activities	3	4,501	120,976	125,477	100,082
Total income		68,806	120,976	189,782	153,346
Expenditure on: Charitable activities	5	(59,607)	(99,347)	(158,954)	(168,216)
Total expenditure		(59,607)	(99,347)	(158,954)	(168,216)
Net income/(expenditure)		9,199	21,629	30,828	(14,870)
Net movement in funds		9,199	21,629	30,828	(14,870)
Reconciliation of funds					
Total funds brought forward		(13,396)	49,929	36,533	51,403
Total funds carried forward	13	(4,197)	71,558	67,361	36,533

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 2020 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	2019 £
Income and Endowments from:				
Donations and legacies	2	53,264	-	53,264
Charitable activities	3	9,503	90,579	100,082
Total income		62,767	90,579	153,346
Expenditure on: Charitable activities	5	(89,323)	(78,893)	(168,216)
Total expenditure		(89,323)	(78,893)	(168,216)
Net (expenditure)/income		(26,556)	11,686	(14,870)
Net movement in funds		(26,556)	11,686	(14,870)
Reconciliation of funds				
Total funds brought forward		13,160	38,243	51,403
Total funds carried forward	13	(13,396)	49,929	36,533

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

(Registration number: 09253306) Balance Sheet as at 31 December 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	10	1,900	-
Current assets			
Debtors	11	1,339	5,095
Cash at bank and in hand		74,484	42,562
		75,823	47,657
Creditors: Amounts falling due within one year	12	(10,362)	(11,124)
Net current assets		65,461	36,533
Net assets		67,361	36,533
Funds of the charity:			
Restricted income funds			
Restricted funds		71,558	49,929
Unrestricted income funds			
Unrestricted funds		(4,197)	(13,396)
Total funds	13	67,361	36,533

For the financial year ending 31 December 2020 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 6 to 17 were approved by the trustees, and authorised for issue on .16/09/2021. and signed on their behalf by:

Jade-Su Armstrong Trustee

Notes to the Financial Statements for the Year Ended 31 December 2020

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 2020

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.

Tangible fixed assets

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class

Computer equipment

Depreciation method and rate 3 years straight line

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 2020

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		
	General £	Total 2020 £	Total 2019 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	6,850	6,850	1,000
Grants, including capital grants;			
Government grants	39,063	39,063	28,168
Other income from donations and legacies	18,392	18,392	24,096
	64,305	64,305	53,264

3 Income from charitable activities

	Unrestricted funds			
	General £	Restricted funds £	Total 2020 £	Total 2019 £
Covid shopping reimbursement	3,922	-	3,922	-
Grants	-	120,976	120,976	90,579
Services	330	-	330	3,553
Sundry receipts	249	-	249	3,825
Events			-	2,125
	4,501	120,976	125,477	100,082

Notes to the Financial Statements for the Year Ended 31 December 2020

4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
National Lottery Community Fund	-	93,593	93,593
Nottingham University Hospitals NHS Trust	-	12,900	12,900
Castle Cavendish	-	5,585	5,585
Nottingham City Council	-	2,650	2,650
Active Partners Trust	-	2,213	2,213
Nottinghamshire County Council	-	2,000	2,000
Severn Trent Community Fund	-	2,000	2,000
DWP Access to Work	19,309	-	19,309
HMRC	19,753	-	19,753
Anonymous donation	10,000	-	10,000
Sundry donations	8,393	35	8,428
Leonard Cheshire	2,850	-	2,850
Thomas Farr Foundation	2,000		2,000
	62,305	120,976	183,281

5 Expenditure on charitable activities

	Unrestricted General funds £	Restricted funds £	Total 2020 £	Total 2019 £
Bank charges	73	124	197	123
Cleaning	18	9	27	1,357
Covid purchases	-	7,811	7,811	-
Covid shopping spend	4,009	3,627	7,636	-
Depreciation	950	-	950	-
Events	90	251	341	734
Insurances	911	135	1,046	944
IT & website	1,788	6,791	8,579	5,218
Office & general admin	-	-	-	1,227
Other professional fees	2,996	38	3,034	2,672
Telephones	713	2,284	2,997	835
Printing, postage & stationery	578	526	1,104	3,210
Rent & services	8,845	5,894	14,739	15,107
Wages, NI & pension	40,537	69,184	109,721	134,702
Sundry payments	-	191	191	-
Training	132	25	157	-
Travel & accommodation	159	265	424	2,087
Internal charges	(2,192)	2,192		
	59,607	99,347	158,954	168,216

Notes to the Financial Statements for the Year Ended 31 December 2020

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:

	2020	2019
	£	£
Independent examination	770	770
Other financial services	921	825
	1,691	1,595

8 Staff costs

The aggregate payroll costs were as follows:

	2020 £	2019 £
Staff costs during the year were:		
Wages and salaries	104,589	126,741
Social security costs	2,363	4,260
Pension costs	2,769	3,701
	109,721	134,702

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

	2020	2019
	No	No
Average number of employees	6	7

3 (2019 - 7) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £2,769 (2019 - £3,701).

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 £34,138 (2019 - £34,182).

Notes to the Financial Statements for the Year Ended 31 December 2020

9 Taxation

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

10 Tangible fixed assets

	Computer equipment £	Total £
Cost		
Additions	2,850	2,850
At 31 December 2020	2,850	2,850
Depreciation		
Charge for the year	950	950
At 31 December 2020	950	950
Net book value		
At 31 December 2020	1,900	1,900

11 Debtors

	2020 £	2019 £
Trade debtors	-	341
Prepayments	1,279	4,733
Other debtors	60	21
	1,339	5,095

12 Creditors: amounts falling due within one year

	2020	2019
	£	£
Other taxation and social security	5,259	8,008
Other creditors	1,421	924
Accruals	3,682	2,192
	10,362	11,124

Notes to the Financial Statements for the Year Ended 31 December 2020

13 Funds

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Balance at 31 December 2020 £
Unrestricted funds				
General				
Unrestricted	(13,396)	68,806	(59,607)	(4,197)
Restricted funds				
REACH	38,243	76,486	(74,776)	39,953
Meet and Eat	9,184	-	(2,736)	6,448
Employment Project	2,397	-	(51)	2,346
Lunch Club	105	850	(16)	939
Tackling Inequalities	-	2,213	(347)	1,866
Therapy Dog & Yoga Project	-	670	(139)	531
Covid response	-	26,792	(20,257)	6,535
Community Garden	-	1,065	-	1,065
Hospital to Home	-	12,900	(1,025)	11,875
Total restricted funds	49,929	120,976	(99,347)	71,558
Total funds	36,533	189,782	(158,954)	67,361
	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

Notes to the Financial Statements for the Year Ended 31 December 2020

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 - National Lottery Community Fund - 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;

Tackling Inequalities - Active Partners Trust - to encourage disabled and older groups to participate in physical activities following Covid-19 lockdowns;

Therapy Dog & Yoga Project - Castle Cavendish - for a seated yoga exercise programme run by a yoga instructor and also for therapy dog, Jake, to regularly attend group sessions to help relieve anxiety and accompany people in their appointments with a benefits advisor;

Covid response - National Lottery Community Fund, Nottinghamshire County Council & Nottingham City Council - to help cover the additional costs of putting a crisis response system in place for prescription and shopping collections, helping people access medical services etc. Funding covered costs of extra volunteers expenses, PPE, emergency food stocks and a hardship fund;

Community Garden - Castle Cavendish - to convert the green space around our building into an accessible Community Garden;

Hospital to Home - Nottingham University Hospital - referrals from Nottingham hospitals for vulnerable people that are ready to be discharged. Volunteers ensure there are shopping basics and utilities are switched on ready for when the patient gets home, picking them up from hospital and dropping them off at home.

14 Obligations under leases and hire purchase contracts

Operating lease commitments

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

	2020 £	2019 £
Land and buildings		
Within one year	10,000	10,000
Between one and five years	7,799	17,799
	17,799	27,799
Other		
Within one year	806	806
Between one and five years	1,512	2,318
	2,318	3,124

Notes to the Financial Statements for the Year Ended 31 December 2020

15 Analysis of net assets between funds

	Unrestricted funds		
	General £	Restricted funds £	2020 Total funds £
Tangible fixed assets	1,900	-	1,900
Current assets	3,388	72,435	75,823
Current liabilities	(9,485)	(877)	(10,362)
Total net assets	(4,197)	71,558	67,361
	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

16 Related party transactions

There were no related party transactions in the year.