

DEVON LINK-UP

**REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2016**

(REGISTERED CHARITY NUMBER: 1052687)

DEVON LINK-UP

CHARITY INFORMATION
For the Year Ended 31st March 2016

ADDRESS:	The Beehive Dowell Street Honiton Devon	
CHARITY REGISTRATION NUMBER:	1052687	
TRUSTEES:	J A Cornwell Mrs J E Miller V Whitlock	Chair Treasurer
SECRETARY:	Mrs J E Miller	
MANAGER:	Jo Morgan	
ACCOUNTANTS:	Geraldine Coates Accounting Robson House Chapel Street Honiton Devon EX14 1EU	
BANKERS:	Lloyds TSB 84 High Street Honiton Devon	

DEVON LINK-UP

**INDEX TO THE ACCOUNTS
For the Year Ended 31st March 2016**

	Page
Trustees' Annual Report	1
Accountants Report	6
Statement of Financial Activities	7
Balance Sheet	8 & 9
Notes to the Accounts	10 to 14

DEVON LINK-UP

REPORT OF THE TRUSTEES For the Year Ended 31st March 2016

The Trustees herein present their report along with the financial statements for the charity for the year ended 31st March 2016. The financial statements have been prepared in accordance with the accounting policies set out in the accounts and comply with the charity's constitution, the Charities Act 1993 and the statement of Recommended Practice: Accounting and Reporting by Charities 2008.

STRUCTURE, MANAGEMENT & GOVERNANCE

Devon Link-Up is an unincorporated charity, established in 1991 and registered under its current charity number in 1996. It is an independent, User-Led, voluntary organisation, working in Devon, currently supporting approximately two hundred and fifty people with learning disabilities.

Devon Link-Up is dedicated to supporting people to have a voice and choice about their lives so that they have active and fulfilled lives within their community. Our main areas of work delivered through various projects have continued throughout the year and focus on social activities, having a voice and being supported to speak up about issues that are important.

We have continued to develop our projects so they offer increased independence and inclusion for our members.

The Trustees are elected annually by members at the Annual General Meeting. The constitution provides for no more than 9 Trustees who must include a Chair person, Deputy Chair person, Secretary, Treasurer and any other officers as the Trustees shall from time to time determine. The day to day operation of the charity is delegated to the charity Chief Officer by a Management Committee which meets 8 times each year.

An essential part of the governance of the charity is that it is user led with the service users being supported by volunteers who also sit on the Management Committee, as a consequence the organisation is co-chaired.

RISK MANAGEMENT

The Trustees of Devon Link-Up, with a Chief Officer and other members of staff, have considered the major risks to which the charity and its users are exposed and established systems and procedures to manage those risks. 35 major policies, including for example, those relating to Health and Safety, Induction, Training, Complaints, Child Protection and financial management continue to be reviewed and updated as part of an on-going policy review programme.

OBJECTIVES AND ACTIVITIES

The objectives of the Charity:

To promote any charitable purpose for the benefit of persons with learning disabilities and in particular but not by limitation (a) promote the involvement of the community in the care and welfare of such persons and (b) promote and assist in the integration of such persons into the community.

DEVON LINK-UP

REPORT OF THE TRUSTEES For the Year Ended 31st March 2016

Socials – The Social project supports adults to build-up experiences and independence within their community, alongside creating community awareness and support. The social activities have been maintained as far as possible this year although funding has been difficult to secure and has diminished in comparison to previous years. We recognise this area of work is very important to people and will continue to seek additional funding to enable the growth of the project.

Volunteering – Devon Link-Up offers support for people to volunteer within their local community. They gain confidence and skills which could lead to paid employment and where this is offered, they are supported to access advice and job coaching as appropriate.

Issue Based Advocacy – Devon Link-Up is a member of the Devon Advocacy Consortium and works to support people to have a voice where they have a particular issue or need. The majority of case work involves Parents with Learning disabilities and as an advocacy provider Devon Link-Up is a member of the “Working Together for Parents Network”, a National provision of parents with learning disabilities.

Speaking-Up Groups – The Speaking Up groups offer people the opportunity to meet their friends and talk about issues that are important to them. The work is currently funded by Healthwatch Devon and the groups undertake consultations about health and social care services so that the needs, wishes, wants and aspirations of people are recognised and listened to.

Safe Places – In the last year funding has been secured of the employment of two part time Safe Place workers. The workers are peer educators who are responsible for recruiting new locations as well as promoting the scheme to a variety of services and users. The scheme is supported by Devon and Cornwall Police who have made substantial contributions to the scheme in terms of time and enthusiasm.

Quality Checking – Devon Link-Up members have undertaken a number of quality audits for providers and bring a user led perspective in inspections that is not otherwise achievable. Although quality checking has not been a large percentage of the work there are increasing requests for this work and it is anticipated that the benefits will lead to increased interest.

The charity trustees have compiled with their duty as detailed in section 17(5) of the 2011 Charities Act by preparing a Public Benefit Statements (see below).

Public Benefit Statement

There are an estimated sixteen thousand people with learning disabilities, known to services, living in Devon, many of whom are socially isolated and have limited opportunities for integrating into their community. During the last year Devon Link-Up has maintained its dedication to helping people enjoy their lives by giving them a voice and choice about the things they do. It is our aim to encourage new skills and widen experience in the anticipation that people will build confidence, self-esteem and greater independence.

DEVON LINK-UP

REPORT OF THE TRUSTEES For the Year Ended 31st March 2016

Devon Link-Up serves the communities of Exeter, South, East and West Devon for speaking up groups.

Devon Link-Up serves Devon for Safe Places Scheme.

Devon Link-Up serves East Devon and Exeter for Advocacy and Social activities.

With the limited opportunities provided by the statutory authorities Devon Link-Up has become established so that it has now become an integral part of the life of many people with learning disabilities in Devon. Moreover, it is well respected by and complimentary to the other service providers in the area from both statutory and voluntary sectors.

Devon Link-Up aims to ensure that people have access to an independent service where they can make real choices and have a voice about all aspects of their life. The reduction of isolation and the creation of real friendships and access to the local community are key drivers for the organisation.

Our budget is used to:

- Promote the rights of people with a learning disability
- Support people in building links and networks in their community
- Support people to speak up about things that are important to them
- Maintain and support social networks
- Recruit, train and support volunteers in various roles within Devon Link-Up

Devon Link-Up also has a small team of volunteers who assist the organisation in a variety of ways, their valuable time is greatly appreciated.

The work of Devon Link-Up benefits not just the members but also the wider community when awareness and understanding is increased. To that end, over the last year Devon Link-Up has established a Facebook and Twitter account. This provides both a means of contact and information sharing with our members and a vehicle for communication with the wider community. We are proud of our achievements in helping overcome some of the inequalities learning disabled people face in Devon.

ACHIEVEMENTS AND PERFORMANCE

The achievements and performance of the charity are closely monitored by the Trustees and are summarised in the annual report.

MONITORING ACHIEVEMENT

The Trustees recognise the importance of monitoring and evaluating services against the organisation's aims to ensure proper governance and continued progress and development.

DEVON LINK-UP

REPORT OF THE TRUSTEES For the Year Ended 31st March 2016

The Trustees receive a report of, and talk about, the achievements of each of the projects at each meeting. Feedback from service users, carers, staff members and volunteers is an important component of the monitoring process. The Trustees also consider formal evaluation which is carried out regularly in the form of a user friendly questionnaire sent to all stakeholders.

FINANCIAL REVIEW

The charity is reliant on charitable grants from donors together with income from consortium working via local authority contracts as identified examined accounts. Due to the economic state of austerity measures the amount of income has decreased which places greater challenges on the organisation to ensure stability for the future.

PLANS FOR THE FUTURE

It can be seen from the Annual Report that Devon Link-Up continued to be a dynamic organisation, always seeking to devote its resources to meeting the need of people with learning disabilities living in Devon. As resources become more restricted our skills and values will guide the future direction of the organisation. Devon Link-Up has unique abilities which have enabled a confident approach to our twenty fifth year and although challenging, the work that has been done should bring further recognition and success.

RESERVES

Devon Link Up aims to establish a level of reserves that ensures day to day activity can be undertaken whilst also balancing the responsibility we have as an organisation. Charity reserves are currently equal to a minimum of four month requirements and a copy of our reserves policy is available of request. Trustees monitor the policy against the level of reserves at the Board meetings."

The Trustees who served during the year were

J A Cornwell - Chair

Mrs C Urquhart

Mrs J Miller - Treasurer and Secretary

TRUSTEES' RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving true and fair view, the Trustees should follow best practise and:

DEVON LINK-UP

REPORT OF THE TRUSTEES For the Year Ended 31st March 2016

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State of whether applicable accounting standards and statements of recommended practise have been followed, subject to any 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 charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose, with reasonable accuracy, the financial position of the charity with which to ascertain the financial position of the charity (Accounts and Reports) Regulations and the provisions of the trust deed. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

BY ORDER OF THE BOARD OF TRUSTEES

**J A Cornwell
CHAIR**

DEVON LINK-UP

**INDEPENDENT EXAMINERS REPORT
TO THE TRUSTEES OF**

FOR THE YEAR ENDED 31ST MARCH 2016

We report on the financial statements of Devon Link-Up for the year ended 31st March 2016 which are set out on pages seven to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees 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.

It is our 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 Commissioners (under section 145(5)(b) of the 2011 Act) and;
- To state whether particular matters have come to our attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 unusual items or disclosure in the accounts, and the seeking of 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, I do not express an audit opinion on the view given by the accounts. We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board.

Independent examiners' statement

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

(1) Which gives us reasonable cause to believe that, in any material respect, the requirements:

- To keep accounting records in accordance with section 130 of the 2011 Act and;
- To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

.....
Geraldine Coates Accounting
Robson House, Chapel Street
Honiton, Devon
EX14 1EU

Dated:

DEVON LINK-UP

**STATEMENT OF FINANCIAL ACTIVITIES
INCOME AND EXPENDITURE**

For the Year Ended 31st March 2016

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Income Resources					
Incoming resources from					
Generating funds					
Activities for					
Generating funds					
Lloyds – Zest		-	-	-	13,992
Issued Based Advocacy		45,042	-	45,042	30,130
Core Development		-	-	-	390
Safe Place		4,630	9,500	14,130	-
DPULO/CQC		-	-	-	-
DPULO-FF		-	-	-	-
Engagement		81,361	-	81,361	92,892
Socials		16,961	-	16,961	-
All About Me		-	8,750	8,750	-
Investment Income					
Interest Received		1	-	1	-
TOTAL INCOMING RESOURCES	1b	<u>147,995</u>	<u>18,250</u>	<u>166,245</u>	<u>137,404</u>
RESOURCES EXPENSES					
Costs of generating funds					
Charitable Activities:					
Activities undertaken					
Directly	2	10,433	-	10,433	8,464
Charitable Activities	3	140,090	-	140,090	130,116
Governance Costs	4	<u>1,650</u>	-	<u>1,650</u>	<u>1,674</u>
TOTAL RESOURCES EXPENDED		152,173	-	152,173	140,254
NET RESOURCES EXPENDED FOR THE YEAR	4	-4178	18,250	14072	(2,850)
Net Movements in Fund		-4178	18,250	14072	(2,850)
Balance at 1st April 2015		45,022	-	45,022	47,872
Prior year adjustments		<u>(6)</u>	-	<u>(6)</u>	-
Balance at 31st March 2016	5	<u>40,838</u>	<u>18,250</u>	<u>59,088</u>	<u>45,022</u>

DEVON LINK-UP

BALANCE SHEET
As at 31st March 2016

	Note	31/03/2016		31/03/2015	
		£	£	£	£
FIXED ASSETS	6				
Tangible Assets			543		476
CURRENT ASSETS					
Debtors		180		1,084	
Cash at Bank & in hand		<u>73,412</u>		<u>47,326</u>	
			<u>73,592</u>		<u>48,410</u>
CURRENT LIABILITIES					
Creditors and accruals		<u>(15,047)</u>		<u>(3,864)</u>	
			<u>15,047</u>		<u>(3,864)</u>
NET CURRENT ASSETS			<u>58,545</u>		<u>44,546</u>
Creditors: amounts falling due after more than one year			-		-
NET ASSETS			<u>59,088</u>		<u>45,022</u>
FUNDS					
Unrestricted			40,838		45,022
Restricted			18,250		-
Transferred restriction to un-restricted			-		-
TOTAL FUNDS			<u>59,088</u>		<u>45,022</u>

DEVON LINK-UP

**BALANCE SHEET
AS AT 31ST MARCH 2016**

In preparing these financial statements, the trustees have taken advantage of special exemptions applicable to small charities. The trustees have done so on the grounds that, in their opinion, the charity is entitled to the benefits of those exemptions because it meets with the qualifying condition for small charities as stated in Section 130 of the Charities Act 2011.

..... **Mrs J A Cornwell (CHAIRPERSON)**

..... **Mrs J E Miller (SECRETARY & TREASURER)**

Approved by the Committee on

DEVON LINK-UP

NOTES TO THE ACCOUNTS For the Year Ended 31st March 2016

1. ACCOUNTING POLICIES

a) Historical Cost Convention

The accounts have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice (SORP 2008).

b) Incoming Resources

Income is received by way of funding and donations and is included in the Statement of Financial Activities when receivable.

Income from investments is included in the year in which it is receivable.

c) Resources Expended

Resources expended are recognised in the year in which they are incurred.

d) Tangible Fixed Assets and Depreciation

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

Office Equipment	-	20% Reducing Balance
Fixtures & Fittings	-	20% Reducing Balance

2. ACTIVITIES UNDERTAKEN DIRECTLY

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Telephone and Postage	843	-	843	1,198
Stationery	2,488	-	2,488	2,038
Advertising	744	-	744	144
Rent	5,000	-	5,000	3,952
Insurance	1,094	-	1,094	815
Small Office Equipment	169	-	169	197
Depreciation	<u>95</u>	-	<u>95</u>	<u>120</u>
	<u>10,433</u>	-	<u>10,433</u>	<u>8,464</u>

DEVON LINK-UP

NOTES TO THE ACCOUNTS For the Year Ended 31st March 2016

3. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Staff Costs	97,523	-	97,523	88,192
Subcontracting	28,262	-	28,262	28,974
Accommodation	-	-	-	-
Bookkeeping	1,482	-	1,482	1,501
Travel	6,526	-	6,526	7,211
Office Costs	-	-	-	90
Staff Training	1,717	-	1,717	1,207
Room Hire	3,497	-	3,497	2,200
Social Expenditure	559	-	559	721
Volunteer Expenses	51	-	51	27
Other Expenses/Petty Cash	<u>473</u>	-	<u>473</u>	<u>3</u>
	<u>140,090</u>	-	<u>140,090</u>	<u>130,116</u>

4. GOVERNANCE COSTS

Accountancy	<u>1,650</u>	-	<u>1,650</u>	<u>1,674</u>
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NET RESOURCES EXPENDED

Net resources expended is stated
after charging

	2016 £	2015 £
Depreciation – owned assets	<u>95</u>	<u>120</u>

5. NET MOVEMENT IN FUNDS

	Unrestricted £	Restricted £	Total Funds 2016 £
a) Lloyds Zest			
Balance b/fwd (inc. Zest for life)	(3,741)	-	(10,210)
Other incoming Resources	-	-	<u>13,992</u>
	<u>(3,741)</u>	-	<u>3,782</u>
Less: Activities Undertaken Directly	-	-	213
Governance Costs	-	-	-
Support Costs	-	-	<u>7,310</u>
Balance c/fwd	<u>(3,741)</u>	-	<u>(3,741)</u>

DEVON LINK-UP

NOTES TO THE ACCOUNTS
For the Year Ended 31st March 2016

NET MOVEMENT IN FUNDS	Unrestricted	Restricted	Total Funds 2016
	£	£	£
5.			
b) Core Development			
Balance b/fwd	4,167	-	6,137
Incoming Resources	-	-	<u>390</u>
			6,257
Less: Activities Undertaken Directly	428		493
Governance Costs	2,115	-	1,867
Support Costs	-	-	-
Balance c/fwd	<u>1,624</u>	-	<u>4,167</u>
c) Engagement			
Balance b/fwd	41,359	-	37,471
Incoming Resources	<u>81,361</u>	-	<u>92,892</u>
			130,363
Less: Activities Undertaken Directly	6,550	-	5,730
Governance Costs	87,182	-	83,274
Support Costs	-	-	-
Balance c/fwd	<u>28,988</u>	-	<u>41,359</u>
d) Issue Based Advocacy			
Balance b/fwd	(2,275)	-	3,566
Incoming Resources	<u>45,042</u>	-	<u>30,130</u>
	42,767	-	33,696
Less: Activities Undertaken Directly	40,701	-	1,985
Governance Cost	2,802	-	32,312
Support Costs	-	-	-
Balance c/fwd	<u>(736)</u>	-	<u>(2,275)</u>
e) DPLULO-FF			
Balance b/fwd	4,201	-	7,880
Incoming Resources	-	-	-
			7,880
Less: Activities Undertaken Directly	-	-	43
Governance Costs	-	-	3,636
Support Costs	-	-	-
Balance b/fwd	<u>4,201</u>		<u>4,201</u>

DEVON LINK-UP
NOTES TO THE ACCOUNTS
For the Year Ended 31st March 2016

NET MOVEMENT IN FUNDS	Unrestricted	Restricted	Total Funds 2016
	£	£	£
5.			
f) Safe Place			
Balance b/fwd	1,668	-	1,668
Incoming Resources	<u>4,630</u>	<u>9,500</u>	<u>14,130</u>
		-	-
Less: Activities Undertaken Directly	10	-	10
Governance Costs	3,143	-	3,143
Support Costs	<u>-</u>	<u>-</u>	<u>-</u>
Balance c/fwd	<u>3,145</u>	<u>9,500</u>	<u>12,645</u>
		-	
g) CQC			
Balance b/fwd	(357)	-	-
Incoming Resources	<u>-</u>	<u>-</u>	<u>-</u>
Less: Activities Undertaken Directly	-	-	-
Governance Costs	-	-	-
Support Costs	<u>-</u>	<u>-</u>	<u>-</u>
Balance b/fwd	<u>(357)</u>	<u>-</u>	<u>(357)</u>
h) Socials			
Balance b/fwd	-	-	-
Incoming Resources	<u>17,147</u>	<u>-</u>	<u>-</u>
			-
Less: Activities Undertaken Directly	643	-	-
Governance	2,259	-	-
Support Costs	<u>-</u>	<u>-</u>	<u>-</u>
Balance b/fwd	<u>14,245</u>	<u>-</u>	<u>-</u>
i) All About Me			
Balance b/fwd	-		
Incoming Resources	<u>8,750</u>		
Less: Activities Undertaken Directly	-		
Governance Costs	5,885		
Support Costs	<u>-</u>		
Balance c/fwd	<u>2,895</u>		

DEVON LINK-UP

NOTES TO THE ACCOUNTS
For the Year Ended 31st March 2016

6. Fixed Assets

	OFFICE EQUIPMENT £	FIXTURES & FITTINGS £	TOTAL £
COST			
At 1 st April 2015	3,366	3,651	7,017
Additions	162	-	162
Disposals	<u>-</u>	<u>-</u>	<u>-</u>
At 31 st March 2016	<u>3,528</u>	<u>3,651</u>	<u>7,179</u>
DEPRECIATION			
At 1 st April 2015	3,176	3,365	6,541
Charge for the year	38	57	95
Disposals	<u>-</u>	<u>-</u>	<u>-</u>
At 31 st March 2016	<u>3,214</u>	<u>3,422</u>	<u>6,636</u>
Net Book Values			
At 31 st March 2016	314 =====	229 =====	543 =====
At 31 st March 2015	190 =====	286 =====	476 =====