

**REGISTERED COMPANY NUMBER: 04214688**  
**REGISTERED CHARITY NUMBER: 1087399**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017  
FOR  
DISABILITY ADVICE SERVICE LAMBETH**

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for the Year Ended 31 March 2017**

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## **DISABILITY ADVICE SERVICE LAMBETH**

### **REPORT OF THE MANAGEMENT COMMITTEE for the Year Ended 31 March 2017**

The Management Committee presents its report and the unaudited financial statements for the year ended 31 March 2017.

#### **Reference and Administrative Information**

Charity Name : Disability Advice Service Lambeth  
Charity registration number : 1087399  
Company registration number : 04214688  
Registered Office  
and operational address : 336 Brixton Road  
London  
SW9 7AA

#### **Management Committee**

Ebenezer Akinsanmi	Chair
Judy Fink	Vice-Chair
Trevor Critchley	Treasurer
Michelle Esezobor	Secretary
Isabelle Clement	
Ameena Berkowitz	
Marion Itzin-Borowy	
Ray Ludford	

#### **Company Secretary**

David Strong

#### **Senior Management Team**

David Strong	Director
John Martin	Advice Service Manager (until February 2017)
Lauren Johnson-King	Direct Payments Team Leader
Claire Campiln	Advocacy Team Leader

#### **Accountants**

Hilary Adams Ltd, Chartered Accountants, 158 High Street  
Herne Bay, Kent CT6 5NP

#### **Bankers**

NatWest, 504 Brixton Road, London SW9 8EB

#### **Structure, Governance and Management**

##### Governing Document

The organisation is a charitable company limited by guarantee, Incorporated on 11 May 2001 and registered as a charity on 6 July 2001.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

**REPORT OF THE MANAGEMENT COMMITTEE  
for the Year Ended 31 March 2017**

**Recruitment and Appointment of new trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association, the members of the Management Committee are elected to serve by the Annual General Meeting for a period of one year, after which they must be re-elected at the next AGM. Officers of the Management Committee are elected by the members of the Committee at its first meeting following the AGM. Not less than 51% of the Management Committee must be made up of disabled people or their carers and this requirement continues to be satisfied by means of recruitment to the Committee of a proportion of former or current users of the charity's services and other disabled people with whom the charity develops links through its local partnerships, its policy work and its peer support activities. Regular trustee skills audits are carried out to identify the resources available within the Committee and gaps are addressed through training and by seeking new members with the requisite experience.

**Organisational Structure**

The Management Committee in 2016-2017 consisted of eight members who met quarterly to direct the work of the charity at a strategic and policy level. They also received reports on financial matters and service performance. The Finance and Personnel Sub-Committee was consulted as necessary on funding, financial management and staffing issues.

Day to day responsibility for the operation of the charity is delegated to the Director and, through him, the Team Leaders, who together form the senior management team. In 2016/17, the Director was responsible for the overall delivery of the charity's strategic plan, its services and their performance, fundraising, the development of new service areas, the management of the senior management team and also the charity's projects other than the Direct Payments and Professional Advocacy Services, and external strategic partnership working. The Director also acts as Company Secretary. Team Leaders, who deputise for the Director as required, deal with the operational delivery of their respective services against contractual or other requirements including quality standards, staff and resource management and service promotion and development, as well as external partnership working within their areas of responsibility and contributing to the corporate work of the charity.

**Objectives and Activities**

The company is a charity whose objects are to assist disabled people living in, or associated with, the London Borough of Lambeth and surrounding areas, so that they may lead active and fulfilling lives.

To achieve these objects, the charity's principal activities are the provision of :

- Information and general advice on all aspects of disability for disabled people including older people with long-term illnesses, carers and professionals;
- Advice casework on welfare benefits, debt, housing and community care for disabled people including mental health service users;
- Professional advocacy on community care (including statutory referrals under the Care Act 2014), health, housing, family problems and safeguarding matters;
- Information, advice, support and training to people interested in, or using, Direct Payments to arrange their own community care services;
- Advice, support and provision of activities to enable more disabled people to engage in sport and physical activity;
- Community development work with local disabled people and their groups and organisations;
- Advocacy and support services for disabled people affected by hate crime;
- Strategic, partnership and social policy work on a range of initiatives and issues affecting disabled people.

## **DISABILITY ADVICE SERVICE LAMBETH**

### **REPORT OF THE MANAGEMENT COMMITTEE for the Year Ended 31 March 2017**

#### How our activities deliver public benefits

In ensuring that the charity's activities undertaken in meeting its objectives have been carried out for the public benefit, the trustees have had regard to the Charity Commission's guidance in this area. In reviewing the charity's performance, the trustees consider the impact of each service, both in terms of outputs and outcomes for individual service users and in influencing the provision which other agencies make for disabled and older people and for carers. They are satisfied that all the services delivered are consistent with, and contribute to, the charity's objectives. Activities are designed to provide interventions which improve the independence, wellbeing and financial circumstances of individual disabled people, their families and their carers and/or prevent the onset of problems for these groups, support them to access their rights, enable them to influence the services and opportunities more widely available to disabled people in Lambeth and support their voice. The section on achievements which follows summarises how each major service delivers benefits and where applicable, the number of beneficiaries in 2016/17.

#### **Achievements and Performance**

##### Independent Living and Carers' Partnership

This was the second year of this service for disabled and older people and carers, including young carers, commissioned by Lambeth Council and led by Age UK Lambeth working with Help for Carers, Lambeth Mencap and Royal Association for Deaf People in addition to DASL. Collectively, the partners delivered a wide range of information, advice, advocacy, direct payments support, community development, activities and other support services.

DASL's specific role is to provide three key services for the Partnership: Professional Advocacy, Direct Payments Support and Community Development for Disabled People.

##### Professional Advocacy

The service provides independent issue-specific advocacy for disabled and older people and carers. It supports people in relation to a range of different issues to ensure that they are involved as much as possible in decisions affecting their lives and in key processes, that their views are made known and understood and that their rights are respected.

With the introduction (from April 2015 under the Care Act 2014) of a statutory right to advocacy for people who have substantial difficulty in being involved in social care processes and have no 'appropriate individual' to support their involvement, the focus of the service has increasingly shifted towards referrals made for Care Act advocacy, for which DASL is the main commissioned provider. Overall, in 2016/17, the service received 369 requests for support for 259 people. This resulted in 253 referrals (issues) taken on for advocacy (238 of them under the Care Act duty) with a further 93 issues with which people were supported to access other appropriate services instead. There was a 14% increase in referrals accepted compared to 2015/16 with a 56% increase in referrals under the Care Act.

At the Council's request, Care Act referrals, particularly those for safeguarding matters, were prioritised and the service maintained a regular dialogue with senior Lambeth Council social work managers about the demand for Care Act advocacy, the capacity of the service, the effectiveness of referral systems and the issues which advocacy involvement was highlighting about the Council's own adult social care processes. The team continued to be very active in providing training and advice to social workers and in promoting the service to potential users and those who support them through outreach, talks to community groups and attendance at a variety of forums.

## **DISABILITY ADVICE SERVICE LAMBETH**

### **REPORT OF THE MANAGEMENT COMMITTEE for the Year Ended 31 March 2017**

#### Direct Payments Support Service

This long-standing DASL service, amalgamated into the ILCP as part of the single contract from April 2015, continued to operate to its separate, specialist service specification.

As a result of the implementation of further cuts in its services and the consequent restructuring of its adult social care teams, Lambeth Council was unable to deliver its ambition of increasing by 160 the number of new adult users of direct payments each year. This impacted on referrals of new clients to DASL's service which saw a fall to 148 from the 226 made in 2015/16. Nevertheless, the team remained exceptionally busy, providing casework support to an average of 103 clients a month and also dealing with 327 one-off enquiries during the year. Over the year, a total of 401 individuals received some form of support, only slightly less than the 419 in the previous year.

The DASL team continued to work closely with Lambeth Council colleagues to improve systems and processes and provide training and advice on cases. Finding suitable people to work as Personal Assistants for clients continued to be challenging although 84 clients were assisted with PA recruitments and the team invested considerable time and resources in promoting and publicising the PA role to increase interest in this employment option.

The team continued to arrange and facilitate successful monthly peer support meetings for direct payments users on a range of subjects. In addition, two 10 week courses for individual employers funded by Skills for Care were delivered by DASL and its training associate, PB Partners.

#### Community Development with Disabled People

This service enabled DASL to use its reputation and expertise as Lambeth's leading pan-impairment Disabled People's Organisation to find creative ways to develop, improve and influence services and to address issues such as access barriers and social isolation, working with, and in support of, disabled people and small disability community groups.

The work programme was delivered by one full-time project worker. Outreach work included organisation of a joint social group with Lambeth and Southwark Mencap; the 'Access All Areas' project bringing together work on access barriers, transport, digital inclusion and the Council's flagship project 'Your New Town Hall'; working with the Lambeth Equality Commission to highlight key issues affecting disabled people and helping the Commission engage with disabled citizens; developing the charity's use of social media; networking with a diverse range of community projects to design and fundraise for projects to benefit disabled people and promote inclusion and community cohesion; and supporting the work of the Lambeth Disability Hate Crime Partnership. The worker coordinated DASL's contributions to a number of policy, strategy and campaigning initiatives led by Inclusion London, Alliance for Inclusive Education (ALLFIE) and Transport for All. An important part of the role was also to provide holistic assessments, general advice, support and referral to disabled individuals contacting DASL for help.

Outside the ILCP funded services, DASL delivered a number of other important and well-used projects:

#### Specialist Advice Service

For the third year running, the service was maintained largely from the charity's reserves. It continued to act as a specialist resource for mental health service users needing advice casework on welfare benefits, debt, housing and community care matters. The service was delivered by the Advice Service Manager supported by two regular volunteers. During the year, despite its limited resources, advice casework was provided to 142 people who were helped with a total of 268 different legal problems. £367,500 was raised for clients in terms of additional benefit (one year's annualised value of new or additional benefits received) and £31,000 in one-off sums (grants raised, arrears of benefit, debts waived etc). The charity also passed its two yearly Advice Quality Standard monitoring audit in February 2017 with an excellent report. In the same month, John Martin left after 12 years with DASL's Advice Service and the post was re-designated Senior Advice Worker.

## **DISABILITY ADVICE SERVICE LAMBETH**

### **REPORT OF THE MANAGEMENT COMMITTEE for the Year Ended 31 March 2017**

#### **London Stroke Choir**

The London Stroke Choir is one of the valuable legacies of DASL's former Stroke Network project which ended in 2016. After a successful fundraising campaign, enough was raised to re-launch the choir in September 2016, since when it has increased its membership to 25 stroke survivors, mainly from Lambeth and Southwark but with some travelling from other London boroughs. DASL funds the cost of the Choir coordinator and some of the running costs and we have been grateful for the continuing support of Morley College which provides free rehearsal space and shares the cost of the musical director. In December the choir showcased its work at an event at We are 336 to celebrate the achievements of stroke survivors, on which DASL staff worked with Rosetta Life's 'Stroke Odysseys' project and King's College London's Stroke Research team.

#### **'Into Sport' Project**

2016/17 was originally to be the last year of the three year partnership project which the charity is delivering with Disabled People's Organisations in four other London boroughs, Inclusion London (which manages the project) and London Sport. Funded by Sport England, the project has been testing different approaches to increasing the participation of disabled people (aged 14+) in sport and physical activity. During the year the project worker developed some innovative new ways of involving disabled people including mystery shopping the main local leisure centres run by GLL (Better), with whom we have subsequently built an excellent collaboration. We formed productive 'Activity Partnerships' with organisations such as Wheels for Wellbeing, Disability Sports Coach and Orchard Hill College and offered our own programmes of led walks and cycle rides from our base at We are 336. Into Sport was delighted to have had an extension of the current programme from Sport England to March 2018. In addition to continuing to deliver outcomes for participants, the Into Sport partners will be using this opportunity to develop, and fundraise for, a new project to take forward the successes from the first four years.

During the year DASL was also invited to become part of a group of local sport and physical activity providers working with Lambeth Council to deliver a new three year project - Get Out, Get Active (GOGA), funded by Spirit of 2012. This is a national project; Lambeth is one of only two London boroughs taking part. Disabled people are one of Lambeth's target audiences for this work and DASL is organising a range of new inclusive activities starting in May 2017.

#### **Disability Hate Crime**

DASL continued to chair and coordinate the Lambeth Disability Hate Crime Partnership, working with other disability voluntary organisations, Victim Support, and Council and Metropolitan Police representatives, who met monthly as a working group. A two year Trust for London funded project started in April 2016, through which the charity employed a new part-time post of Hate Crime Advocacy and Outreach Worker (Disabled People) and this enabled the Partnership to extend its awareness raising work, provide a face to face advocacy and support service for disabled victims of hate crime and launch a third party Hate Crime Reporting Centre for Disabled People at We are 336 where DASL and many of its partners are based or offer services. A third successful event for disabled people was organised during National Hate Crime Awareness Week in October 2016. Evidence on hate crime was also submitted to the Lambeth Equality Commission and DASL was also actively involved in policy initiatives and collaborative working between Disabled People's Organisations led by Inclusion London to influence the Metropolitan Police and the Mayor's Office for Policing and Crime.

## **DISABILITY ADVICE SERVICE LAMBETH**

### **REPORT OF THE MANAGEMENT COMMITTEE for the Year Ended 31 March 2017**

#### **Financial Review**

The charity experienced another challenging financial year. Another nil inflation increase on the Council's main ILCP contract, structural underfunding of some of the central costs, and inflation in areas such as rent contributed to an overall deficit which was, otherwise, largely accounted for by the trustees' decision to continue to invest in the Specialist Advice Service from reserves. For the second year running, the charity was unable to make a cost of living award to its staff. More generally, fundraising remained extremely difficult and a number of applications were unsuccessful because of the high level of competition.

Income for the year was £410,915 (2015/16 £338,144) with expenditure of £424,148 (2015/16 £398,794). The increase in both was mainly accounted for by the commencement of the new Disability Hate Crime project. As a result, an overall deficit on the year of £13,233 was incurred (2015/16 £60,650).

The impact of this deficit was to reduce the total funds carried forward to £193,028 (2016 £206,261) of which £163,511 (2016 £186,423) was unrestricted. The restricted reserves of £29,517 (2016 £19,838) included surpluses on grant funding received in 2016/17 for the Disability Hate Crime, Into Sport and Stroke projects which are carried forward for use in 2017/18.

#### **Principal Funding Sources**

The charity's principal funder continues to be Lambeth Council for those services being delivered through the Independent Living and Carers' Partnership.

The charity's other significant funders in 2016/17 were Trust for London for the Disability Hate Crime project and Sport England for the 'Into Sport' project via the partnership lead, Inclusion London. In addition, individual employers using Direct Payments were able to access training in being a good employer funded through a Skills for Care grant to the charity.

Significant success was also had using crowdfunding to raise individual donations to support the London Stroke Choir which DASL organises. A Battersea Power Station Foundation grant also contributed importantly to this project.

#### **Risk Management**

The Management Committee continues to update its assessment of the major risks to which the charity is exposed, particularly in relation to those which could, if they occurred, have a serious impact on its financial stability, operational effectiveness or reputation and, thus, its ability to achieve its aims and objectives.

The Committee has continued to review and update the comprehensive Risk Register which is used to assess and weight risk in terms of likelihood and impact, responding to identified issues arising in the areas of governance and strategy, finances, operations, external environment and legal compliance.

Systems of internal control remain effective and these include an annual budget approved by the trustees, quarterly reporting of financial results, variances from budget and forecasts, and clear arrangements for authorisation and delegation of decisions on expenditure.

The charity experienced a more stable year in funding in 2016/17 but has continued to feel the impact of large reductions in its Lambeth Council funding in the previous two years, compounded by the lack of any inflation award on the Council contracts to which it works for several years. Working as part of the Independent Living and Carers' Partnership (ILCP) for a second year, while producing a number of benefits, has meant that the charity's allocation of resources from the single contract held for the Partnership by Age UK Lambeth remains unsatisfactory.

The current ILCP contract is awarded until March 2018 and the charity, with its partners, is awaiting a decision from the Council, expected to be made in Autumn 2017, on whether this will then be extended for a further two years and, if so, on what terms.

## **DISABILITY ADVICE SERVICE LAMBETH**

### **REPORT OF THE MANAGEMENT COMMITTEE for the Year Ended 31 March 2017**

#### Investment Policy

The Management Committee has kept this issue under review. At present, the charity's level of funding and its need to be able to draw readily on its funds to maintain its services mean that it is most appropriate that any funds not immediately required are held in an interest-bearing bank deposit account. Returns from this account continued to be minimal in the financial year and the trustees will continue to review ways in which investment income might be increased without compromising operational commitments and the requirement for sound cash flow arrangements.

#### Reserves Policy

The Management Committee's priorities are to protect the essential services the charity delivers to its client groups and to enable it to comply with requirements under employment legislation in the event of significant unplanned reductions in funding. In developing its business planning the Management Committee has considered the level of reserves which are needed to enable it to manage areas of identified risk and to invest in projects which will enhance its work and help position the charity favourably in relation to new funding opportunities.

The Committee's overall policy is a target for unrestricted reserves which would provide for at least six months forward operating costs. The available reserves (£163,511) at the end of financial year 2016/17 fell below the level required to ensure this by 36.95% and, since the charity has again committed to fund the Specialist Advice Service from reserves in 2017/18, there is expected to be a further reduction in the unrestricted reserves available by March 2018.

Given the very challenging national and local financial climate, it will be essential that the reserves policy is kept actively under review alongside new fundraising outcomes and this will be a key element of the monitoring of the charity's financial situation through the Risk Register.

#### **Plans for Future Periods**

The charity's core provision until the end of the ILCP contract in March 2018 and, it is hoped, beyond that through an extension, will continue to be of those services which it is responsible for delivering as a partner in the ILCP. The outcome of Lambeth Council's decision on this contract will be critical to the charity's future.

It is anticipated that demand for advocacy from disabled and older people impacted by the reduction in resources available to the local authority for adult social care will grow further. Maximising take-up of Direct Payments remains an important policy for the Council and the expertise available within DASL's Direct Payments Service is key to achieving this, ensuring that people choosing this option have access to sound advice and training, and to ongoing support, from a trusted independent source.

The introduction of the post of Community Development Worker (Disabled People) in 2015 has given the charity a resource with which to test new ways of working to support disabled people, to engage them with key agendas including those of the Council and of Health through use of social media and peer support and to connect the charity's work with that of a wide range of local community organisations. The Lambeth Equality Commission report, published in July 2017, highlights many areas in which disabled people continue to experience disadvantage. The charity and its partners, including those at We are 336, have an opportunity to respond to key recommendations which include building tailored support for young disabled people, increasing participation of disabled people, developing disabled leaders, and improving the availability and quality of accessible information and advice on key issues.

The trustees regard the charity's Specialist Advice Service as a key element of its offer to disabled people and expects demand to continue to increase, with the imminent roll-out of the full Universal Credit service in Lambeth likely to create major difficulties for many existing and new users including those with mental health problems who represent a high proportion of the clients advised. It will continue to seek funding for the service, both independently and, as appropriate, with ILCP partners and other local advice agencies.

Both the Into Sport / Get Out Get Active and the Disability Hate Crime projects are developing innovative services which are making a real difference to disabled people. More capacity and longer-term funding is needed for both and the charity will continue to work closely with its local delivery partners and with Inclusion London on collaborative initiatives to try to achieve this.

More generally, the charity is developing improved methods for capturing and reporting on key service data, outcomes, impact measures and client feedback which it is intended will both strengthen ongoing monitoring and evaluation and enable the charity to better demonstrate the value of all its work in future funding applications.

## **DISABILITY ADVICE SERVICE LAMBETH**

### **REPORT OF THE MANAGEMENT COMMITTEE for the Year Ended 31 March 2017**

#### **Responsibilities of the Management Committee**

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Management Committee should follow best practice and :

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Management Committee is 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.

#### **Members of the Management Committee**

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's accountants are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's accountants are aware of that information

#### **Accountants**

The accountants, Hilary Adams Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

The report has been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

Approved by the Management Committee on

*11<sup>th</sup> October 2017*

and signed on its behalf by:

Trevor Critchley  
Treasurer

Date:

*11.10.2017*

**DISABILITY ADVICE SERVICE LAMBETH**

**STATEMENT OF FINANCIAL ACTIVITIES  
(Including Income and Expenditure Account)  
for the Year Ended 31 March 2017**

	Notes	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
<b>Incoming resources:</b>					
Voluntary Income:	4				
Donations & grants		-	78,105	78,105	24,331
Lambeth funding contracts		311,696	-	311,696	291,695
Activities for generating funds:					
Investment Income	3	44	-	44	64
<b>Incoming resources from charitable activities:</b>					
Other Income		16,400	4,670	21,070	22,054
<b>Total incoming resources</b>		<b>328,140</b>	<b>82,775</b>	<b>410,915</b>	<b>338,144</b>
<b>Resources expended</b>					
<b>Costs of generating funds:</b>					
Costs of generating voluntary Income		-	-	-	-
<b>Charitable activities</b>		<b>351,052</b>	<b>73,096</b>	<b>424,148</b>	<b>398,794</b>
<b>Total resources expended</b>	2	<b>351,052</b>	<b>73,096</b>	<b>424,148</b>	<b>398,794</b>

**STATEMENT OF TOTAL RECOGNISED  
GAINS AND LOSSES**

<b>Net incoming resources before other recognised gains</b>					
(net income for the year)		(22,912)	9,679	(13,233)	(60,650)
<b>Transfer depreciation reserve</b>		-	-	-	-
<b>Transfer reserves</b>		-	-	-	-
<b>Other recognised gains</b>					
Gain on revaluation of Investments		-	-	-	-
<b>Net movement in funds</b>		<b>(22,912)</b>	<b>9,679</b>	<b>(13,233)</b>	<b>(60,650)</b>
Total funds brought forward		186,423	19,838	206,261	266,911
<b>Total funds carried forward</b>	12	<b>163,511</b>	<b>29,517</b>	<b>193,028</b>	<b>206,261</b>

Movements in funds are disclosed in Note 12 to the financial statements.

The notes form part of these financial statements

STATEMENT OF FINANCIAL POSITION  
31 March 2017

	Notes	Unrestricted funds £	Restricted funds £	31.3.17 Total funds £	31.3.16 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	2,466	327	2,793	693
<b>CURRENT ASSETS</b>					
Debtors	10	16,695	-	16,695	13,961
Cash at bank and in hand		<u>145,760</u>	<u>29,190</u>	<u>174,950</u>	<u>193,052</u>
		<b>162,455</b>	<b>29,190</b>	<b>191,645</b>	207,013
<b>CREDITORS</b>					
Amounts falling due within one year	11	(1,410)	(-)	(1,410)	(1,445)
<b>NET CURRENT ASSETS</b>		<u>161,045</u>	<u>29,190</u>	<u>190,235</u>	<u>205,568</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>163,511</u>	<u>29,517</u>	<u>193,028</u>	<u>206,261</u>
<b>NET ASSETS</b>		<u>163,511</u>	<u>29,517</u>	<u>193,028</u>	<u>206,261</u>
<b>FUNDS</b>	12				
Unrestricted funds				163,511	186,423
Restricted funds				<u>29,517</u>	<u>19,838</u>
<b>TOTAL FUNDS</b>				<u>193,028</u>	<u>206,261</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

The financial statements were approved by the Board of Directors on 11<sup>th</sup> October 2017 and were signed on its behalf by

Director

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS  
for the Year Ended 31 March 2017**

**1. STATUTORY INFORMATION**

Disability Advice Service Lambeth is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Financial Reporting Standard Number 1**

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

**Turnover**

Turnover represents grants and contract funding payments received.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc	- 33% on cost, 20% on cost
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**Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

**Fund accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**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:

- Grants and contract funding payments are recognised when receivable;
- Investment income is included when receivable.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with both the costs of attracting the income and those of providing the facilities to generate the income.
- 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.

**DISABILITY ADVICE SERVICE LAMBETH**

**NOTES TO THE FINANCIAL STATEMENTS  
for the Year Ended 31 March 2017**

**2 Total Resources Expended**

	Basis of allocation	Development Projects	Disability Hate Crime Project	Direct Payments Support	Stroke network project	Specialist Advice Service	Into Sport Project	Professional Advocacy	Community Development - People Disabled	2017 Total	2016 Total
		£	£	£	£	£	£	£	£	£	£
<b>Costs directly allocated to activities</b>											
Staff costs	Direct	6,331	21,045	117,244	2,423	30,051	17,042	102,766	37,932	334,834	317,530
Committee costs	Direct	-	128	586	3	178	124	412	125	1,556	1,895
Activity costs	Direct	6,689	1,872	2,661	1,542	821	151	383	773	14,892	18,259
<b>Support costs allocated to activities</b>											
Establishment costs	Floor area	9,836	2,703	13,763	-	887	995	7,596	1,525	37,305	36,353
General office expenses	Usage	781	4,289	8,551	601	2,598	905	3,839	1,383	22,947	22,378
Fees & finance charges	Usage	2,430	54	2,461	6,141	59	51	167	61	11,424	1,767
Depreciation	Usage	-	870	53	64	67	64	67	5	1,190	612
<b>Total resources expended</b>		<b>26,067</b>	<b>30,961</b>	<b>145,319</b>	<b>10,774</b>	<b>34,661</b>	<b>19,332</b>	<b>115,230</b>	<b>41,804</b>	<b>424,148</b>	<b>398,794</b>

# **DISABILITY ADVICE SERVICE LAMBETH**

## **NOTES TO THE FINANCIAL STATEMENTS - continued** **for the Year Ended 31 March 2017**

### **3. INVESTMENT INCOME**

	<b>31.3.17</b>	<b>31.3.16</b>
	<b>£</b>	<b>£</b>
Deposit account interest	<u>44</u>	<u>64</u>

### **4. INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2017</b>	<b>2016</b>
	<b>Total</b>			<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
London Borough of Lambeth	<b>311,696</b>	-	<b>311,696</b>	291,695
Sport England	-	<b>21,159</b>	<b>21,159</b>	24,331
Trust for London	-	<b>34,280</b>	<b>34,280</b>	-
Other	<u><b>16,444</b></u>	<u><b>27,336</b></u>	<u><b>43,780</b></u>	<u><b>22,118</b></u>
	<u><b>328,140</b></u>	<u><b>82,775</b></u>	<u><b>410,915</b></u>	<u><b>338,144</b></u>

### **5. STAFF COSTS**

	<b>31.3.17</b>	<b>31.3.16</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>305,984</b>	289,772
Social security costs	<u><b>23,796</b></u>	<u><b>24,175</b></u>
	<u><b>329,780</b></u>	<u><b>313,947</b></u>

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

The average monthly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	<b>31.3.17</b>	<b>31.3.16</b>
Manager.	1	1
Direct	<u>9</u>	<u>7</u>
	<u><b>10</b></u>	<u><b>8</b></u>

### **6. NET INCOMING (OUTGOING) RESOURCES**

The operating surplus/(deficit) is stated after charging:

	<b>31.3.17</b>	<b>31.3.16</b>
	<b>£</b>	<b>£</b>
Depreciation - owned assets	<b>1,191</b>	612
Auditors' remuneration	<u>-</u>	<u>-</u>
Directors' remuneration and other benefits etc	<u>-</u>	<u>-</u>

# DISABILITY ADVICE SERVICE LAMBETH

## NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2017

### 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

#### Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.

### 8. TAXATION

As a charity, Disability Advice Service Lambeth 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.

### 9. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
<b>COST</b>	
At 1 April 2016	35,110
Additions	3,289
At 31 March 2017	38,399
<b>DEPRECIATION</b>	
At 1 April 2016	34,417
Charge for year	1,189
At 31 March 2017	35,606
<b>NET BOOK VALUE</b>	
At 31 March 2017	2,793
At 31 March 2016	693

### 10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17 £	31.3.16 £
Trade debtors	13,003	13,530
Other debtors	3,692	431
	<u>16,695</u>	<u>13,961</u>

### 11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17 £	31.3.16 £
Trade creditors	88	125
Other creditors	1,322	1,320
	<u>1,410</u>	<u>1,445</u>

# **DISABILITY ADVICE SERVICE LAMBETH**

## **NOTES TO THE FINANCIAL STATEMENTS - continued** **for the Year Ended 31 March 2017**

### **12. MOVEMENT IN FUNDS**

	At 1.4.16 £	Net movement In funds £	At 31.3.17 £
<b>Unrestricted funds</b>			
Development Projects	149,010	(2,073)	146,937
Direct payments support	94,018	10,412	104,430
Professional Advocacy	33,664	4,621	38,285
Specialist advice service	(95,282)	(34,662)	(129,944)
Carer's Hub Lambeth	3,861	-	3,861
Community development – Disabled people	1,152	(1,210)	(58)
	186,423	(22,912)	163,511
<b>Restricted funds</b>			
Development Projects	-	2,019	2,019
Disability Hate Crime Project	-	8,483	8,483
Stroke network	(19,305)	(2,438)	(21,743)
Specialist advice service	-	-	-
Direct payments support	14,035	(2,212)	11,823
Into Sport Project	3,300	3,827	7,127
Redundancy reserve	21,103	-	21,103
Depreciation reserve	705	-	705
	19,838	9,679	29,517
<b>TOTAL FUNDS</b>	<b>206,261</b>	<b>(13,233)</b>	<b>193,028</b>

Net movement in funds, Included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Development Projects	7,762	(9,835)	(2,073)
Disability Hate Crime Project	5,164	(5,164)	-
Direct payments support	153,519	(143,107)	10,412
Professional Advocacy	119,851	(115,230)	4,621
Specialist advice service	-	(34,662)	(34,662)
Into Sport Project	2,000	(2,000)	-
Community development – Disabled people	39,844	(41,054)	(1,210)
Carer's Hub Lambeth	-	-	-
	328,140	(351,052)	(22,912)
<b>Restricted funds</b>			
Development Projects	18,250	(16,231)	2,019
Disability Hate Crime Project	34,280	(25,797)	8,483
Stroke network	8,336	(10,774)	(2,438)
Direct payments support	-	(2,212)	(2,212)
Community development – Disabled people	750	(750)	-
Into Sport Project	21,159	(17,332)	3,827
	82,775	(73,096)	9,679
<b>TOTAL FUNDS</b>	<b>410,915</b>	<b>(424,148)</b>	<b>(13,233)</b>

## **DISABILITY ADVICE SERVICE LAMBETH**

### **NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2017**

#### **12. MOVEMENT IN FUNDS(cont)**

##### **Development Projects**

Used for individual employer training courses, income from room lettings and other miscellaneous income as well as "pump priming" expenditure on projects in development

##### **Disability Hate Crime Project**

Year 1 of a project funded by Trust for London. The grant funds the salary of an advocacy worker, activity costs and support for the Lambeth Disability Hate Crime Partnership.

##### **Direct Payments Support**

Information, advice and training for people who wish to use direct payments to manage their own care and support. From April 2015 this service became part of the Independent Living and Carers Partnership (ILCP) and is funded through a single contract with Lambeth Council which is held by Age UK Lambeth.

##### **Professional Advocacy**

Professional advocacy for disabled and older people and carers including statutory advocacy provided under the Care Act 2014 duties. From April 2015 this service forms part of the Independent Living and Carers' Partnership.

##### **Into Sport Project**

Support for disabled people to become more involved in sport and physical activity. A three year (2014 – 2017) project, funded by Sport England, delivered by a consortium of London Deaf and Disabled People's Organisations led by Inclusion London.

##### **Stroke Network Project**

Grants and donations which fund the costs of the London Stroke Choir.

##### **Specialist Advice Service**

Provision of a specialist advice service for disabled people with particular focus on mental health service users. Currently funded from the charity's reserves.

##### **Community Development – Disabled People**

Provided by the charity from April 2015 as part of the Independent Living and Carers Partnership. It works with individual disabled people, disability groups, other community organisations and Lambeth Council to address access barriers, make services more inclusive and support disabled people's voice on local and national issues of importance to them.

**CHARTERED ACCOUNTANTS' INDEPENDENT EXAMINER'S REPORT  
TO THE BOARD OF DIRECTORS  
ON THE UNAUDITED FINANCIAL STATEMENTS OF  
DISABILITY ADVICE SERVICE LAMBETH**

We report on the accounts of the company for the year ended 31 March 2017, which are set out on pages 2 to 16.

**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 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. Having satisfied ourselves that the charity is not subject to audit under company law and is eligible for independent examination, 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 Commission 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 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 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 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the 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 Charities have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Hilary Adams*

Hilary Adams Ltd  
Chartered Accountants  
158 High Street  
Heme Bay  
Kent  
CT6 5NP

Date: 13/10/17

# DISABILITY ADVICE SERVICE LAMBETH

## DETAILED INCOME AND EXPENDITURE ACCOUNT for the Year Ended 31 March 2017

	31.3.17		31.3.16	
	£	£	£	£
<b>Turnover</b>				
Lambeth funding contracts	311,695		291,695	
Other income	21,070		22,054	
Trust grants	56,946		-	
Sport England	<u>21,159</u>		<u>24,331</u>	
		<b>410,870</b>		<b>338,080</b>
<b>Staff costs and expenses</b>				
Wages	305,984		289,772	
Social security	23,796		24,175	
Pensions	1,241		-	
Training	2,718		2,910	
Staff travel	800		562	
Other staff costs	<u>293</u>		<u>111</u>	
		<b>334,832</b>		<b>317,530</b>
		<b>76,038</b>		<b>20,550</b>
<b>Establishment costs</b>				
Rent	36,122		35,210	
Insurance	1,155		1,118	
Repairs and renewals	<u>28</u>		<u>25</u>	
		<b>37,305</b>		<b>36,353</b>
		<b>38,733</b>		<b>(15,803)</b>
<b>Administrative expenses</b>				
Communications	2,861		2,885	
Post and stationery	5,564		7,066	
Recruitment	1,162		2,943	
Payroll costs	849		469	
Accountancy	1,320		1,320	
Consultancy	5,313		6,146	
Software & maintenance	<u>5,883</u>		<u>1,549</u>	
		<b>22,952</b>		<b>22,378</b>
		<b>15,781</b>		<b>(38,181)</b>
<b>Fees and finance charges</b>				
Bad debts	10,782		1,200	
Bank charges	423		303	
Just giving charges	<u>216</u>		<u>264</u>	
		<b>11,421</b>		<b>1,767</b>
		<b>4,360</b>		<b>(39,948)</b>
<b>Committee costs</b>				
Meeting costs	69		112	
Travelling & subsistence	111		37	
AGM costs	1,191		1,242	
Committee costs	<u>183</u>		<u>504</u>	
		<b>1,554</b>		<b>1,895</b>
Carried forward		<b>2,806</b>		<b>(41,843)</b>

This page does not form part of the statutory financial statements

**DISABILITY ADVICE SERVICE LAMBETH**

**DETAILED INCOME AND EXPENDITURE ACCOUNT  
for the Year Ended 31 March 2017**

	31.3.17		31.3.16	
	£	£	£	£
Brought forward		<b>2,806</b>		(41,843)
<b>Activity costs</b>				
Advertising & publicity	<b>605</b>		716	
Other activity costs	<b>8,426</b>		13,829	
Publications	<b>374</b>		126	
Subscriptions	<b>1,912</b>		1,799	
Meeting costs	<b>1,319</b>		377	
Venue hire	<b>817</b>		325	
Volunteers	<b>1,439</b>		1,087	
		<b>14,892</b>		<b>18,259</b>
		<b>(12,086)</b>		<b>(60,102)</b>
<b>Depreciation</b>				
Plant and machinery	<b>189</b>		62	
Fixtures and fittings	<b>302</b>		350	
Computer equipment	<b>700</b>		200	
		<b>1,191</b>		<b>612</b>
		<b>(13,277)</b>		<b>(60,714)</b>
<b>Finance income</b>				
Deposit account interest		<b>44</b>		<b>64</b>
<b>NET DEFICIT</b>		<b>(13,233)</b>		<b>(60,650)</b>

This page does not form part of the statutory financial statements