

action on disability

A Company Limited by Guarantee

Company No. 4237604

Charity No. 1091518

Report and financial statements

For the year ended

31 March 2018

CHARITY COMMISSION
FIRST CONTACT

08 OCT 2018

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Action on Disability

Report and financial statements For the year ended 31 March 2018

<u>Contents</u>	Page
Reference and administrative information	1
Trustees' annual report	2 - 18
<ul style="list-style-type: none">• Achievements and performance• Financial review• Structure, governance and management• Statement of responsibilities of the trustees• Statement as to disclosure to our auditors	
Independent auditors' report	19 - 21
Statement of financial activities (incorporating an income and expenditure account)	22
Balance sheet	23
Statement of cashflows	24
Notes to the financial statements	25 - 34

Action on Disability

Report and financial statements For the year ended 31 March 2018

Reference and administrative information

Trustees:	Victoria Brignell, Chair Patrick McVeigh, Vice Chair Angeleca Silversides, Vice Chair Peter Harden, Treasurer Kate Betteridge (from 17 th August 2017) Rudi Breakwell-Bos (resigned on 6 th November 2017) Mike Gannon (from 25 th April 2018) David Isaac (from 24 th July 2018) Amy Rait (from 17 th August 2017) Ramona Williams (from 24 th July 2018) Gabriella Zepf
Co-opted Adviser:	Fiona Anderson
Company Secretary:	David Buxton
Chief Executive:	David Buxton
Company number:	4237604
Charity number:	1091518
Registered office:	Normand Croft Community School, Lillie Road, London, SW6 7SR
Auditors:	Goldwins Limited 75 Maygrove Road West Hampstead London NW6 2EG
Bankers	Lloyds Bank, 417 North End Road, Fulham, London, SW6 1NS CAF BANK Ltd 25 King Hill Avenue, Kings Hill, Kent, ME19 4JQ

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2018

Trustees Annual Report 2017-18

The trustees are pleased to present the annual report and accounts for the year 1st April 2017 to 31st March 2018.

Vision

To be part of and promote an inclusive society free of disabling barriers where all individuals are equal.

Mission

As a user-led organisation managed and controlled by disabled people, our mission is to:

- Deliver high quality, professional, accessible activities which promote independent living.
- Give disabled people the knowledge and confidence about their rights enabling them to access opportunity, make choices and live independently.
- Campaign for the rights of disabled people and influence local and national policy and practice.

Achievements and performance 2017-18

Advocacy Service

The Adult Advocacy Service provides a confidential and independent advocacy service to help individuals resolve issues or concerns about their health and wellbeing, or health and social care services. We support individuals with needs assessments, reviews, complaints and engage with key professionals, such as public services, care providers, lawyers and health experts.

Independent advocacy means...

“Taking action to help people say what they want, secure their rights, represent their interests and obtain services they need.”

(National Development Team for Inclusion: Advocacy Quality Performance Mark, 2014)

Action on Disability leads in partnership with H&F MIND and H&F MENCAP to ensure that:

- Every individual is in control of decisions which are made about their health and care service.
- The experiences, views, wishes and feelings of each individual are heard.
- Each individual contributes to improving their health and care services.

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2018

Individuals are made aware of the potential risks as well as benefits of any chosen course of action, but the final decision is theirs. The advocate will only support a person if they want support, and the individual will guide the advocate.

We try to be as accessible and flexible as possible when meeting with clients; we can arrange to meet with individuals at their home, in the community or at the offices of AoD, H&F MIND or H&F MENCAP.

2017–18 Highlights

- AoD provided advocacy in 195 cases for 142 individuals. Issues included social care assessments and reviews, accessing the community and statutory services, support in meetings, adaptations, complaints and safeguarding.
- A further 85 people not eligible for support through the advocacy service were given information and/or referred to other services for support.

Close up on... Mrs B, getting her voice heard and feeling happy in her home:

Mrs B lived alone and was referred to the advocacy service by a floating support project worker. Mrs B had recently been in hospital and had requested support at her home once discharged. She stated that her current accommodation was no longer suitable for her and wanted to move to a more supported accommodation. The request was sent to social care, but Mrs B was sent home alone before a social worker was allocated.

Advocacy met with Mrs B to establish the support she needed from advocacy. The advocate explained their role and how they would work together.

When the advocate met with Mrs B it was clear that she was finding it very difficult to move around her home. She had broken her hips two years ago which contributed to the pain she was experiencing. She would need a wheelchair as her mobility was getting worse and she was struggling to get around.

Mrs B said she would like support with the following:

1. Support to transition into Extra Care Accommodation
2. Support to apply for a wheelchair

Advocacy contacted adult social care to confirm that Mrs B's case had been allocated to a social worker. Advocacy then emailed the named social worker requesting that Mrs B be assessed for extra care accommodation.

A second assessment was then scheduled for Mrs B with her preferred placement manager to establish if Mrs B's identified needs could be met at this new placement. She was finally assessed and offered a place at her preferred choice.

Advocacy also supported Mrs B to apply for a wheelchair which arrived at the time Mrs B moved to her new home.

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2018

Advocacy visited Mrs B a few weeks later at her new home, she was pleased that staff were on site to attend to all her needs.

"I feel safe and happy especially when I call for help at night, I only need to press my button and staff would turn up and attend to me."

Here's what others have said about the AoD Advocacy service:

"I feel able to ask them (AoD Advocates) any question in my mind, they always try to find the answer for me. I worked with many of them, all are good, patient and helpful." Advocacy client

"All the help and support I received was first class." Advocacy client

"Although I am usually a very capable person there are many times my health prevents me from dealing with external agencies; thankfully my dealings with AoD and their advocates have allowed me to feel secure in the fact that someone is working on my behalf." Advocacy client

"Thank you very much for your support with this client. I cannot thank you enough for accommodating the positive changes in her life." Care and Support agency professional.

Future plans

- Raising awareness of independent advocacy to professionals and community groups
- increasing our profile in the borough, making sure our service is accessible to all
- Identifying funding streams to grow our capacity to reach more people
- Investing in our staff to ensure that they feel supported and skilled

Employment Service

We have a good reputation for setting up and delivering supported internships for people with learning disabilities. This year we provided management, job-coaching and employer engagement for 55 young people with learning disabilities across our 6 internship partners and are delivering employment services Project Doorway to a group of H&F disabled adult residents.

Work took place during the year towards establishing two new Supported Internships Projects, and are delighted with our new partnerships, namely:

- West Middlesex Hospital, in partnership with educational provider, Queensmill School;
- The High Street Internship at Royal Borough of Kensington and Chelsea Council in partnership with West London College.

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2018

This brings the total number of employment projects to 10. All projects are aimed at promoting accessible recruitment and jobs for disabled people, whilst supporting employers in the development of a diverse work force through consultation and training. We are proud to be working with several employers and partners committed to change.

AoD have been working closely with H&F Council and Westfields to increase accessible recruitment practice, and we look forward to sharing updates.

Here are some of the employers we have worked with this year:

- Primark
- Holiday Inn
- Snakes and Ladders
- Asda
- Dixons Travel Heathrow
- Qantas Lounge Heathrow
- Nandos
- Imperial College London
- Pret
- NHS
- M&S
- Nazareth House
- Department for Transport

Case Story - Natasska's Supported Internship Journey

Natasska joined the L'Oréal and Hammersmith Council Supported Internship project in September 2017.

In her first placement Natasska was based in L'Oréal Academy. She supported the team with filing documents, arranging stock and greeting customers. Natasska was shy at first but her confidence grew quickly; she and her Academy colleagues soon realised that customer service was an area in which she excelled.

To build on this confidence and her customer service skills, Natasska started work at Nando's for her second placement. This involved greeting customers, serving food and clearing tables, and her hard-working attitude and dedication to the role was noticed by management; consequently, she was offered part time work with Nando's. Natasska is very happy to be working at Nando's ***"I really enjoyed the Supported Internship and I am happy working at Nando's. I like serving food, hosting and doing takeaway orders on the till. My team are really good and I like them."***

Natasska's family have also noticed a difference in her confidence ***"She is now very confident and able to communicate with customers and staff without any hesitation, and she very much enjoys going to work and working as a team. We are very grateful***

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2018

to the Supported Internship and their dedicated staff for making this possible for Natasska."

Natasska has made lots of friends in her new work place and enjoys attending Nando's fun team days ***"Natasska is doing great, she gets on really well with the team and she's part the Nando's family"*** - Nando's manager.

Nando's will be welcoming new interns when the Supported Internship re-starts in September 2018 and will help to mentor and support them as they learn new skills.

2017-18 Plans actioned

- 'High Street' internships in partnership with Inclusion London is under way
- The employment team will expand from 6 to 18 team members to reflect and serve the growing demand for employment programmes and supported internships
- Further partnership development with host employers, local authorities and colleges
- In the first phase of designing a self-funding model for a follow-on service for graduates and candidates that focus on in-work support, with a small team of Job Coaches
- We are currently in discussions with H&F to develop a Business Advisory Committee among employers with a view to creating pathways to employment opportunities

Future plans:

- Two new Supported internships start in September: West Middlesex University Hospital and the High Street Internship in Kensington
- Continue with the development of creating an In-work support service
- Increase Disability Equality training to employers

AoD continues to set the agenda for disability employment in West London and has devised new approaches that are achieving great results. We have carved out a role, and a reputation, for setting up and delivering supported internships for people with learning difficulties.

Independent Living Services

We have two projects within the Independent Living Service

- **AoD Connect Project**
- **Disability Connect Westminster**

Both are Peer Support Projects for disabled people to become independent and confident 21st Century citizens.

AoD Connect Project is designed to connect disabled people to:

- **Courses:** such as disability equality, confidence building & digital inclusion

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2018

- **Peer Support Groups / Social Activities:** including interest or activity groups, such as IT Computer Group, Knitting, Creative Writing, Health and Wellbeing Club, Yoga and Direct Payment Peer Support.
- **Common Experience Groups / Workshops:** such as your health, physical and mental wellbeing and access issues (this includes RADAR keys and support to apply for Travel concessions such as Blue Badge, Dial a Ride, Freedom Pass, Disabled Persons Railcard and the Taxicard Scheme).
- All the groups - activities are Peer-Led and facilitated by trained tutors and volunteers.
- Almost all our volunteers (90%) have a disability or long-term health condition themselves. This creates trust between them and service users and can be positive role models for them and the wider community
- We offer Disabled and Non-Disabled People the opportunity to become volunteers and become IT Tutors, Peer Mentors and work on our reception desk. .

Project Outcomes:

- **Increase** confidence, knowledge and skills to challenge the barriers that they face.
- **Increase** access to online activities, opportunities and services
- **Decrease** isolation and loneliness.
- **Increase** self-esteem by encouraging people to see themselves as an active member of society, contributing to the community.
- **Increase** health and wellbeing by supporting someone to manage their own health more effectively.

2017-18 Highlights

- Out of an overall total of 442 AoD Connect Project Member, 280 Active Members accessed our Peer Support Project (AoD Connect) 2995 times.
- Since the Peer Support Project (AoD Connect) was created in 2012, we have increased members and maintained participation of Disabled Peop and those with Long Term Health Conditions – 2017 / 2018 being the best year.
- **Open Age and AoD Monthly Film Club** – since April 2017 we have been able to deliver very popular monthly film presentations, with the idea of creating a cinema atmosphere, but on a smaller scale. It's given us the chance to offer each other organisations membership to people that otherwise may not have known about our organisations and the services we offer. We have shown films such as the Kings Speech, Jungle Book, Murder She Wrote, Hobson's Choice, Elizabeth 1 and The Book Thief, amongst others.
- Disability Connect has established positive links with Health Trainers, Housing Associations and Social Care Providers within Westminster
- Peer Support Members being able to access a wide range of groups and activities, aimed at giving them opportunities, choice and a better sense of personal independence.
- ILS Independent Living Service would like to acknowledge the fantastic support of the following organisations that have funded either the whole of the project or specific parts
- **City Bridge Trust:** Funded the entire project for 3 years up until March 2018.
- **Westminster Council:** Disability Connect Westminster funders.
- **ADKC:** working alongside AoD to deliver Disability Connect Westminster.

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2018

We would also like to acknowledge the following trainers / volunteers who have enabled us to deliver some fantastic groups / workshops. They are:

- **Mary Burns** who facilitates our Writing for Wellbeing (Creative Writing) Workshops
- **Amanda Crosby** who helps facilitate the Health and Wellbeing Club.
- **Haq Ismail** who facilitates our Disability Equality and Confidence building Workshops
- **Back on Track Psychological Therapists** who delivers our monthly person-centred workshops
- **Vivienne Mitchell from Open Age** who has been so proactive about working together to offer such a great Film Club.

Impacts

- Both Projects have given people a place to meet new people, form meaningful friendships, share their own experiences and knowledge and feel that they have a valued place in their own community.
- Learning basic IT Skills have enabled members to discover a world of information and opportunities online, produce flyers and leaflets, create spreadsheets, find new hobbies, interests, connect with family and friends using skype, email and social media, use their smartphone and tablets far more effectively.
- Our Health and Wellbeing activities have enabled group members to manage their health condition more effectively, learn new holistic, exercise and relaxation techniques, improve their physical and mental wellbeing and share experiences in a safe and friendly environment with others in a similar situation.
- Our Creative Writing group has discovered some budding poetry and story writers and has given them the place to express their feelings and emotions in a positive way.
- Our Disability Equality and Confidence Building workshops have empowered group members to feel like they have an equal place in society
- Disability Connect has enabled several clients to get out of the house through regular contact, visits, support and encouragement, giving them the chance to participate in local health related activities / groups and to gradually become more independent and confident.

Feedback about the Peer Support Projects

Writing for Wellbeing Group

- "These classes are a safe place for all who attend and use the group to continue growing and gain more self-confidence. The sessions encourage, prompt and motivate each of us to face up to the mental effort necessary to sit and write. It helps us put down our thoughts and ideas into creative writing and bring them in to share with the group and our teacher, Mary."
- "It has been a huge help to me and how I feel. My anxiety and depression from when I first joined the Group has improved so much. I joined the group as a challenge; something new to try. It was one of the best things that I have ever done. I never thought that I would be able to write stories and poems, but with the tutor's kind and

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2018

wonderful manner and guidance (no need to worry if you cannot spell or it doesn't matter about grammar) I was given lots of confidence, to have a go. Just put down what you feel and think. I now feel so much better. I never thought that I would read out anything. I was always, yes always, the quiet person who would sit and listen to others."

The Peer Support Email Group

- "I have been part of the Peer Support Email for over 2 years now, and in that time, I have found out so much about new opportunities and services in the H&F borough, I've been able to attend the Monthly Film Club session, which has helped me meet new people and relax for 2 hours."
- "I receive the regular emails, but because of my health condition I am almost housebound now and feel very isolated. Getting the emails helps me remember that I'm not alone, that I haven't been forgotten about by society and someone is just saying "Hello", even if it's in an email."
- **IT Connect Member:** I've learnt so much in the group, thanks to the volunteers and, I feel less daunted by the internet now.
- **Health and Wellbeing Club Member:** Coming to the monthly meetings helps me feel less isolated and gives me something to look forward too. One month we could be learning some new information, the next month we could be doing some exercises to help us build up our balance, strength, which are always made fun and achievable.

Future Plans

- The H&F and Westminster funding finishes at the end of September 2018. AoD has recently applied for new funding to continue the Peer Support Project for another 3 years which would extend its life to 9 years. This would be such an achievement and could help us create so much more.
- Peer Support is just an empty shell without the members who bring their own personalities, knowledge, life experiences and smiles. Sometimes people come with sadness, but with time, empathy and a friendly safe atmosphere we can make a positive difference – it's the reason the service exists.

Welfare Benefits Advice Service

Action on Disability's (AoD) Welfare Benefits Service (WBS) offers free benefits advice and assistance to disabled adults and children of all ages – including parents and carers of disabled children – living in the borough of Hammersmith and Fulham. The help given is hands-on casework up to First-Tier Tribunal level, and in some cases, Upper Tribunal level.

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2018

During the past year, the AoD WBS dealt with 531 cases as well as giving advice by telephone and e-mail. It also handled 2,150 phone calls, of which about half entailed giving one-off advice to other organisations and disabled or ill people in the H&F borough.

It received 280 requests for advice by email.

2017-2018 Highlights

- In supporting 218 disabled *children*/carers/parent(s), the WBS secured one-off backdated payments totalling **£77,607.71**

Increased *weekly income* totalled £12,721.52. As most benefits are awarded for at least a year, the total yearly figure is **£661,519.04** (i.e. £12,721.52 x 52)

In supporting 313 disabled *adults*, the WBS secured one-off backdated payments totalling **£76,828.45**.

Increased weekly income totalled £9,862.01. As most benefits are awarded for at least a year, the total yearly figure is **£512,824.52** (i.e. £9,862.01 x 52)

The grand total is **£1,328,779.72** for the year.

- Once again, the AoD WBS would like to acknowledge the tremendous input of its volunteers. The smooth running and success of the AoD WBS would not be possible without their dedication and hard work. They help our clients and members complete Personal Independence Payment (PIP), Disability Living Allowance (DLA) and Employment and Support Allowance Work Capability forms. They also accompany our clients to Work-Focused Interviews, PIP, DLA and ESA assessments as well as providing moral support to clients at appeal tribunals.

Case Stories

- During a routine check of Mrs. B's benefits we noticed that her local authority rent account was in credit and had been for quite a number of years. Mrs. E. was unaware of this, mainly because of her dementia, and we managed to get her a refund of £730.
- Ms. A. was refused Personal Independence Payment (PIP), following a face-to-face assessment, scoring zero points despite suffering severe mental health problems. Her Mandatory Reconsideration request (that's the internal review carried out by the PIP section) was unsuccessful. WBS wrote a submission for Ms. A. and arranged for someone to attend the appeal hearing with her. The Tribunal awarded Ms. A. Enhanced Rate Daily Living and Standard Rate Mobility, increasing her weekly income by £108.25 (17/18 rates). She also received a PIP back payment of £3,258.10. This case is representative of the problems faced by WBS clients especially those with a mental health diagnosis and we have had many similar cases (and successes) throughout the year.

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2018

- Mr and Mrs B have a newly diagnosed autistic son. They live in a council home with their 5 children. Mr B works on a zero-hour contract. When he is out of work the family are affected by the Benefit Cap and his Working Tax Credits stop. We advised the family to claim Universal Credit so that their income could be topped up when Mr B is not working. The family were in rent arrears. We supported them to make a claim for a Discretionary Housing Payment, and they received a short-term award. We made a successful claim for Disability Living Allowance for their son (£79.95 per week). This gave the mother an entitlement to Carer's Allowance (£64.60 per week) and a Disabled Child Element (£29.10 per week) in their Universal Credit. These awards mean the family are now exempt from the Benefit Cap and as a result they are financially better off.

Youth Service

Action on Disability's Youth Service provides opportunities for young disabled people aged 11-25 to participate actively in the development and improvement of services across the borough. They have fun, learn new skills and challenge themselves through a varied curriculum programme of activities, accreditation and volunteering.

170 young disabled people are registered with our service and around 120 different young people accessed our projects during 2017/2018. The Youth Service engages up to 12 volunteers to support our delivery each year.

2017–18 Highlights

- AoD Youth Service agreed to work in partnership with Lyric Hammersmith up to 2021, which allows for development of further inclusive arts-based opportunities for young disabled people. This includes the continuation of our 'Journeys' project with Lyric Youth and our Inclusive Dance project - in partnership with Dance West.
- Towards the end of the year, we secured contracts from Hammersmith and Fulham's Family Support Service to deliver annual youth provision, including:
 - our holiday offers,
 - the Friday after school project,
 - our youth club,
 - our volunteering offer for young disabled people, and,
 - our Duke of Edinburgh awards scheme.
- Three young people completed their Gold award, and in May 2018 they attended Buckingham Palace where they received their gold awards from HRH The Duke of York and Tom Fletcher.
- In a year where AoD's Youth Service faced harsh challenges around funding and resources, young people continued to enjoy access to a wide variety of opportunities through partnership with many organisations. Additionally, members of the newly formed Young Hammersmith and Fulham Foundation and London Youth were instrumental in creating these opportunities. We would like to thank all our partners who support the inclusion of young disabled people.

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2018

- This year, young people developed, produced, rehearsed and performed in several arts-based festivals, and the Arts Council funded project delivered in partnership with Lyric Youth certainly did deliver one of the highlights, "A Room of Possibilities". It was breathtaking in its simplicity and challenging in its depth.
- Over the course of the past year, young disabled people accessed 15 different projects, amounting to 158 different sessions of activities. They participated in 15 public showcase performances, and accessed two residential projects, including a happiness weekend. 120 young disabled people accessed our projects, and a further 30 non-disabled young people regularly participated.

Impact

- Increased partnership work with organisations like Lyric Hammersmith, Dance West and membership of Young Hammersmith and Fulham Foundation, has increased the visible presence of young disabled people accessing community activities, impacting on young disabled people's confidence, on the perception of impairment and disability, and reduces the potential for ignorance, discrimination and hate crime.
- In the last year, 4 young people who accessed our project, engaged in volunteering, completed their DofE awards scheme, and are now in either full or part time paid employment. This is supported by the great work of the AoD Employment project, which continues to provide a progressive pathway for young disabled people towards greater independence.

Case Story: AB are initials used to anonymise the identity of a young person

Background: AB is on the autistic spectrum and attends a local SEN school. AB is non-verbal and is stimulated by running, bouncing, throwing balls and through exploring different tactile textures. AB first accessed one of our term time projects towards the end of 2016 and initially attended with support from parents. AB was initially challenged by a new environment but was also curious. The Disabled Children's team panel agreed to allocate a support worker.

Approach: Our first approach was to gain information regarding behaviour strategies, occupational therapy information and appropriate communication tools to support AB. All front-line staff including a visual communication board shared this information. AB has been offered space to explore and to take part in activities as little or as much as they feel comfortable. The support worker provides opportunity freely to choose participation in any activity, always ensuring they are safe. This relaxed, supportive approach appears to suit the needs of AB, and encourages interactions with particular young people; and engagement with others does appear to be developing. We continue to explore different pieces of equipment with AB to see what is enjoyed. A current favourite is a soft ball which can be thrown and caught safely engaging other young people.

Outcome: AB now regularly attends our term-time project, and appears comfortable and content. AB has developed a trusting relationship with the allocated support worker, and continues to explore their own curiosity with other young people. Staff have reported a significant increase in social interactions, and those that have known AB for some time have stated that they have never seen AB proactively engage with other young people as he does

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2018

with us. In terms of accessing activities AB particularly enjoys circus skills, and has shown interest in boxing and boccia which we hope to develop. AB continues to enjoy running, exploring the space and tactile textures.

Future Plans

- To develop our theory of change, ensuring our offer is impacting for the best possible outcome for young disabled people
- To develop and expand our inclusive arts partnerships offer.

Financial review

A successful year which ended with a small deficit.

- In this financial year there have not been any one significant event that has contributed to the financial performance. We have been responsive to situations as they arose and have been careful to work within agreed budgets, control costs and new full cost recovery models.
- The principle sources of funding for the charity are derived from a number of different contracts, grant awards and earned income.
- There are no pension liabilities arising from obligations to a defined benefit pension scheme or pension asset on the financial position of the charity.
- The charity holds no material financial investments, other than our reserves account which is held with CAF bank.

Reserves policy

Our unrestricted funds as at 1 April 2018 were £150,560 in general funds. The current reserves policy as agreed by the trustees is a minimum of 25% of annual expenditure or 3 months running costs in the current financial year to preserve AoD's cash flow and to meet any unexpected contingencies. For the year a 25% target would require a reserve of £275,000 in unrestricted general funds. The present level of free reserves of £150,560 available to the charity falls significantly short of this target level. The Board of Trustees is well aware that it is unlikely that the target range will be reached for at least three years. In the short term, the Board has also considered the extent to which existing activities and expenditure could be curtailed should this be necessary, and have agreed to set a balanced year.

Going concern

There are no concerns about the Charity's ability to meet all of its financial and contractual obligations in the year ahead. The charity is a going concern.

Principal risks and uncertainties

The Board of Trustees has conducted a review of the major risks to which the charity is exposed. We have a risk register which is updated annually. Where appropriate, systems or

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2018

procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan, which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects.

Cash flow remains the greatest risk. With a number of grants/contract funds being released in arrears, careful planning is required. Cash flow projections from the Finance Manager enable the CEO to give advance notice to the Board of Trustees of any periods when temporary support is required from reserves.

Regular supervision and yearly appraisals for staff and volunteers ensure compliance with employment laws. Improved internal communication with staff and volunteers ensures everyone feels part of one organisation. Procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to the centre.

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated in June 2001 and registered as a charity in April 2002. 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 to the assets of the charity. The Board members have no beneficial interest in the charity

The objects of the charity are:

- a. To promote equality of opportunity, choice and independence by removing physical, social and attitudinal barriers to integration within the community for people who have a physical or sensory impairment or learning difficulty, or who experience mental health difficulties, through the encouragement and development of education, training, facilities for recreation, employment based on the ethos of independent living and who reside, work or are undergoing educational or vocational training in, but not exclusively, Greater London.
- b. To fulfil any other object which is deemed wholly and exclusively charitable by the laws of England and Wales.

The issues that AoD seeks to tackle cover every part of a person's life and can affect any person from any culture and any walk of life. It covers the following, though this is by no means an exhaustive list:

- Poverty
- Discrimination
- Lack of access, exclusion and segregation
- Health inequalities and lower life expectancy
- Internalised oppression

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2018

The trustees have agreed the following strategies to ensure the charity meets both its objects and the public benefit.

- Inclusion – where possible delivering services inclusively in mainstream settings and influencing other organisations (public, private and voluntary) to do the same.
- Specialist services – where necessary providing tailored, specialist services for disabled people only.
- Campaigning for equality – arguing for equality of outcome over opportunity and supporting organisations to identify whether inclusion or specialist provision is required to achieve equality of outcome.

The charity fulfils its objects and the public benefit requirement through the following activities:

- Information, signposting and referrals – ensuring people have accurate information and are connected with appropriate services is the essential first step to tackle the issues above.
- Advice and guidance – supporting people through the complex maze of public services is essential.
- Advocacy – ensuring that people have their voice heard when they have been denied or are not happy with a service.
- One to one support and person-centred planning – providing direct support to tackle individual issues.
- Employment and volunteering opportunities – providing and supporting people to access opportunities that can lift them out of poverty and to give them a purpose.
- Campaigning and influencing – working with politicians and officers in the public sector and directors and managers in the private and voluntary sectors to change attitudes and remove barriers to inclusion.

At the first meeting after each Annual General Meeting, the Trustees will review how the charity meets the public benefit and the CEO also takes them through their specific responsibilities as charity trustees. Each Trustee is provided with the location of all Charity Commission guidance online and specific toolkits are printed and given to them.

Recruitment and appointment of 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 Board of Trustees. Under the requirements of the Memorandum and Articles of Association, the members of the Board are elected to serve for a period of three years, after which they must be re-elected at the next AGM. Each year those trustees who have served their 3-year term must step down but may be re-elected for another three-year term up to a maximum of 9 years of service. Temporary vacancies are filled by the Board until the following AGM when they can be re-elected. The Board appoints its honorary officers at its first meeting after the AGM.

The Board of Trustees represent the voice of disabled people in the borough and, constitutionally, 75% of its members must have a disability. This is an important part of our structure and one that ensures Action on Disability remains 'user-led'.

Trustees' Annual Report

For the year ended 31 March 2018

Trustee induction and training

Most trustees have personal experience of disability and all subscribe to the 'Social Model of Disability' which is the guiding principle of the organisation. However, as part of induction all trustees will attend our internal disability equality training course.

We encourage new trustees to participate in short training sessions to familiarise themselves with the charity and the context within which it operates. These sessions cover:

- The obligations of the Trustees.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Basic charity law.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives for the charity.
- Disability Equality Training & Social Model understanding.

The induction programme gives new trustees an understanding of the work of individual projects, funding of the organisation and various Charity Commission publications. The Chair and senior managers deliver a short induction shortly after the AGM. Trustees are encouraged to take an interest in a specific area of Action on Disability covering both operations and a strategic interest in the organisation's future developments.

All trustees serve on the Board of Trustees, which meets quarterly to review performance and long-term strategies for Action on Disability (AoD). The Officers Group meets at least four times a year to ensure that the policies of AoD are implemented and that the work is properly managed.

The trustees delegate the day to day running of the charity to the CEO. He is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The CEO leads a team of 18 full and 6 part-time staff, 48 sessional staff and around 30 volunteers. The senior management team ensures the effective and efficient operation of AoD services to disabled people with the primary focus being Hammersmith and Fulham.

Volunteers

AoD relies on volunteers to staff its reception function. They are the frontline and first contact for people visiting, calling or emailing the charity. Individuals benefit from the role, increasing their social contact, improving their skills and their chance of paid employment. However, the charity could not be run effectively without these volunteers, many of whom work several shifts a week and stay with us for years.

Like all charities, our trustees give unpaid time to run the charity. They take the legal responsibility for the organisation, set strategy, monitor the finances and ensure that we comply with all regulations. Trustees take an active role in fundraising and are each encouraged to get involved in an area of activity.

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2018

Across the organisation our volunteers contributed well over 7,000 hours this year. If this was calculated just at the living wage level it would equate to £50,400 per year. Many of the roles volunteers carry out would attract salaries above the living wage.

Related parties and relationships with other organisations

The charity has formal agreements with partner organisations MIND and MENCAP for the Advocacy Service. AoD is the lead partner and is responsible for all monitoring, evaluation and performance reporting to the funders. There are agreements with all colleges that are part of our supported employment internship activities, and outline roles/responsibilities and funding agreements.

Statement of responsibilities of the trustees

The trustees confirm that the financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then 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 and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements,
- 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 proper accounting records that 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement as to disclosure to our auditors

Insofar as the trustees are aware:

Action on Disability

Trustees' Annual Report

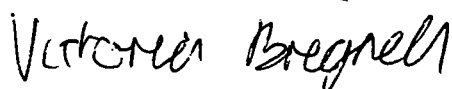
For the year ended 31 March 2018

- There is no relevant audit information of which the charitable company's auditors are unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

Goldwins Limited were re-appointed as the auditors of the charitable company during the year and have expressed their willingness to continue in that capacity.

The trustees' annual report has been approved by the trustees on 24th July 2018 and signed on their behalf by;



Victoria Brignell
Chair of Trustees

Action on Disability

Independent Auditors' Report For the year ended 31 March 2018

Opinion

We have audited the financial statements of Action on Disability (the 'Charity') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2018 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Action on Disability

Independent Auditors' Report For the year ended 31 March 2018

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report) have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Action on Disability

Independent Auditors' Report For the year ended 31 March 2018

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities]. This description forms part of our auditor's report.

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Anthony Epton

Anthony Epton (Senior Statutory Auditor)
for and on behalf of
Goldwins Limited
Statutory Auditor
Chartered Accountants
75 Maygrove Road
West Hampstead
London NW6 2EG

DATE: *3 October 2018*

Action on Disability

Statement of Financial Activities

For the year ended 31 March 2018

	Notes	Restricted £	Unrestricted £	2018 Total £	Restricted £	Unrestricted £	2017 Total £
Income							
Income from							
Donations and grants		-	9,464	9,464	-	5,939	5,939
Charitable activities:							
Disability projects		683,464	419,264	1,102,728	811,424	386,632	1,198,056
Total income	2	683,464	428,728	1,112,192	811,424	392,571	1,203,995
Expenditure on							
Raising funds		-	34,332	34,332	-	42,033	42,033
Charitable activities							
Disability projects		733,457	347,257	1,080,714	838,076	274,606	1,112,682
Total expenditure	3	733,457	381,589	1,115,046	838,076	316,639	1,154,715
Net income / (expenditure) for the year		(49,992)	47,138	(2,854)	(26,652)	75,932	49,280
Transfers between funds		45,356	(45,356)	-	27,038	(27,038)	-
Net movement in funds	4	(4,636)	1,782	(2,854)	386	48,894	49,280
Funds at 1 April 2017		17,787	148,778	166,565	17,401	99,884	117,285
Funds at 31 March 2018		13,151	150,560	163,711	17,787	148,778	166,565

All of the above results are derived from continuing activities. There are no other recognised gains and losses other than those stated above.

Action on Disability

Balance Sheet

For the year ended 31 March 2018

	Notes	£	2018 £	£	2017 £
Fixed assets					
Tangible fixed assets	7		3,125		5,225
Current assets					
Debtors	8	97,933		102,310	
Cash at bank and in hand		133,399		179,361	
		231,332		281,671	
Creditors: amounts falling due within one year	9	(70,746)		(120,331)	
Net current assets			160,586		161,340
Net assets	10		163,711		166,565
Funds	11				
Restricted funds			13,151		17,787
Unrestricted funds					
Designated funds					-
General funds			150,560		148,778
Total funds			163,711		166,565

Approved by the Board of Trustees on 24/07/18 and signed on its behalf by:

Victoria Brignell

Victoria Brignell - (Chair)

Company Registration No. 4237604

Action on Disability

Statement of Cashflows

For the year ended 31 March 2018

	Note	2018 £	2018 £	2017 £	2017 £
Net cash provided by / (used in) operating activities	13		(45,965)		52,563
Cash flows from investing activities:					
Interest/ rent/ dividends from investments	3			3	
Sale/ (purchase) of fixed assets	-			(4,539)	
Sale/ (purchase) of investments	-			-	
Cash provided by / (used in) investing activities			3		(4,536)
Cash flows from financing activities:					
Cash inflows from new borrowing	-			-	
Receipt of endowment	-			-	
Cash provided by / (used in) financing activities			-		-
Change in cash and cash equivalents in the year			(45,962)		48,027
Cash and cash equivalents at the beginning of the year			179,361		131,334
Cash and cash equivalents at the end of the year	14		133,399		179,361

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2018

1. Accounting policies

- a) 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) and the Companies Act 2006.

The charitable company 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 or note.

- b) Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.
- c) Grants are recognised in full in the statement of financial activities in the period in which they are received or receivable whichever is earlier. Grants received which are clearly specified for a future accounting period are shown as deferred.
- d) Grants for the purchase of fixed assets are credited to restricted incoming resources when receivable. Depreciation of fixed assets purchased with such grants is charged against the restricted fund. Where a fixed asset is donated to the charity for its own use, it is treated in a similar way to a restricted grant.

Expenses are recognised in the period in which they are incurred. Expenditure includes amounts attributable VAT which cannot be recovered.

- e) Expenses are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity.

Disability projects	98%
Fundraising and publicity	2%

- f) Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The depreciation rates in use are as follows:

Computer equipment	33.33% (straight line)
Fixtures, fittings and equipment	20% (straight line)

Items of equipment are capitalised where the purchase price exceeds £750. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities.

- g) Cost of generating funds relate to the costs incurred by the charity in inducing others to make voluntary contributions to it.
- h) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management and support costs.
- i) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity.
- j) Designated funds are unrestricted funds earmarked by the Board of Trustees for a particular purposes.

Notes to the Financial Statements

For the year ended 31 March 2018

Accounting policies (continued)

- k) Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the statement of financial activities on a straight line basis, based on the length of the lease.
- l) The company contributes to a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the charity to the fund. The company has no liability under the scheme other than for the payment of those contributions.
- m) The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. No key judgements have been made by the charitable company which have a significant effect on the accounts. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2018

2	Total income	Support Services	Welfare Benefits	Peer Support	Youth Service	Disability Connect	Advocacy Services	Access to work	Employment	2018 Total	2017 Total
		£	£	£	£		£	£	£	£	£
Restricted income:											
	Council SLAs		88,220	15,000	65,060	32,000	103,000		180,095	483,375	540,629
	Youth SLA				94,000					94,000	100,000
	Total SLA/Contracts	-	88,220	15,000	159,060	32,000	103,000	-	180,095	577,375	640,629
	Grant - LB Hammersmith & Fulham				5,000				18,500	23,500	400
	Total Local Statutory Funds	-	88,220	15,000	164,060	32,000	103,000	-	198,595	600,875	641,029
	Access To Work	333			1,585			3,056	150	5,124	14,585
	Art Council				16,855					16,855	18,569
	Sport England				-					-	29,444
	Total Central Government Funds	333	-	-	18,440	-	-	3,056	150	21,979	62,598
	Garfield Weston Foundation				10,000					10,000	-
	Dr. Edwards & Bishop King's Fulham Charity				4,470					4,470	4,470
	Duke of Edinburgh Awards				40					40	5,926
	John Lyon's Charity				4,800					4,800	31,800
	The Daisy Trust				1,000					1,000	1,000
	City Bridge Trust			40,300						40,300	39,600
	Trust for London									-	25,000

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2018

Total Charitable Trust Grants									60,610	107,796
Total restricted income									683,464	811,424
2 Total income (continued)	Support Services	Welfare Benefits	Peer Support	Youth Service	Disability Connect	Advocacy Services	Access to work	Employment	2018 Total	2017 Total
Unrestricted income:										
Supported Employment Services								273,680	273,680	221,033
In work support			507	-				96,589	97,096	41,890
Skills for Care			-					-	-	11,684
Total earned income	-	-	507	-	-	-	-	370,269	370,776	274,607
Other unrestricted income:										
Bank interest / Investment	3							-	3	3
Donation	6,849		1,365	1,250					9,464	5,939
Fundraising	5,666								5,666	-
Kensington & Chelsea					21,667				21,667	883
Members Contributions				856					856	5,655
Other fee income	936		379	17,371				502	19,188	95,540
Radar Key	10								10	5
Training & Consultancy income	1,098								1,098	9,940
Total unrestricted income	14,562	-	2,251	19,477	21,667	-	-	370,770	428,728	117,965
Total Income	14,895	88,220	57,551	222,287	53,667	103,000	3,056	569,516	1,112,192	1,203,995

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2018

3 Total expenditure	Fundraising	Support services	Welfare Benefits	Peer Support	Youth Service	Disability Connect	Advocacy Services	Access To Work	Employment	Total Disability Projects	2018 Total	2017 Total
	£	£	£	£	£	£	£	£	£	£	£	£
Staff costs (Note 5)		136,708	74,564	30,799	186,148	15,565	60,892	-	290,559	658,527	795,235	797,293
Premises costs		1,666	852	318.00	10,293	182	673	-	3,493	15,811	17,477	10,974
Telephone & Internet		1,395	547	177	2,615	273	566	-	3,607	7,785	9,180	12,266
Postage & printing		1,536	317	2,237	498	103	224	-	474	3,853	5,389	6,492
Stationery		258	141	348	643	30	184	-	556	1,902	2,160	1,796
Photocopying		122	358	1,845	115	34	20	-	46	2,418	2,540	3,619
Office provisions/payroll costs		129	-	-	-	-	-	-	434	434	563	496
Publications & subscriptions		1,451	463	27	264	16	57	-	299	1,126	2,577	2,083
Training		1,014	131	918	1,519	-	35	-	648	3,251	4,265	5,621
Volunteer expenses		1,063	10	375	183	-	-	-	-	568	1,631	1,403
Insurance		676	333	147	680	100	247	-	888	2,395	3,071	3,035
Legal and professional fees		15,135	501	12	721	114	578	-	2,088	4,014	19,149	8,002
Members' activities		1,125	-	8,757	13,300	-	144	-	19,719	41,920	43,045	43,229
Community transport		-	-	-	11,011	-	-	-	-	11,011	11,011	9,549
Executive committee expenses		3,162	-	-	-	-	-	-	-	-	3,162	1,381
Equipment		5,143	2,118	4,137	2,758	448	812	-	9,456	19,729	24,872	37,234
Consultation work		-	-	-	-	-	200	-	1,227	1,427	1,427	-
Access to Work		-	-	815	1,537	-	-	1,919	61,609	65,880	65,880	73,474
Bank charges & interest		86	-	-	-	-	-	-	-	-	86	105
Depreciation		860	-	1,240	-	-	-	-	-	1,240	2,100	2,712
Fundraising expenses	6,201	-	-	-	-	-	-	-	-	-	6,201	126
MIND & Mencap Partnership		-	-	-	-	-	18,000	-	56,515	74,515	74,515	89,825
Radar Keys		-	-	-	10	-	-	-	-	10	10	-
MIND-ADKC Partnership		-	-	-	-	19,500	-	-	-	19,500	19,500	44,000
Total	6,201	171,529	80,335	52,152	232,295	36,365	82,632	1,919	451,618	937,316	1,115,046	1,154,715
Support costs	28,131	(171,529)	11,468	7,760	28,330	7,540	13,392	-	74,908	143,398	-	-
Total expenditure	34,332	-	91,803	59,912	260,625	43,905	96,024	1,919	526,526	1,080,714	1,115,046	1,154,715

Action on Disability

Notes to the Financial Statements
For the year ended 31 March 2018

4 Net incoming/ (outgoing) resources for the year
This is stated after charging / crediting:

	2018 £	2017 £
Depreciation	2,100	1,309
Executive committee's reimbursed expenses	3,162	1,381
Auditors' remuneration:	4,500	4,500
Operating lease rentals: other equipment	112	844

5 Staff costs and numbers
Staff costs were as follows:

	2018 £	2017 £
Salaries and wages	634,945	640,388
Social security costs	61,866	62,596
Pension contributions	15,671	11,241
Other staff costs	5,139	4,680
Temporary workers	77,614	78,388
	795,235	797,293

No employee earned more than £60,000 during the year.

The total employee benefits including pension contributions of the key management personnel were £89,486 (2017: £81,621).

The average number of employees during the period was as follows:

	2018 No.	2017 No.
Disability Services and Projects	29	24
Support Services	3	3
	32	27

6 Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2018

7 Tangible fixed assets	Fixtures, fittings & equipment	Computer equipment	Total
	£	£	£
Cost			
At 1 April 2017	124,502	30,555	155,057
Additions	-	-	-
At 31 March 2018	<u>124,502</u>	<u>30,555</u>	<u>155,057</u>
Depreciation			
At 1 April 2017	121,758	28,074	149,832
Charge for the period	860	1,240	2,100
At 31 March 2018	<u>122,618</u>	<u>29,314</u>	<u>151,932</u>
Net book value			
At 31 March 2018	<u>1,884</u>	<u>1,241</u>	<u>3,125</u>
At 31 March 2017	<u>2,744</u>	<u>2,481</u>	<u>5,225</u>
8 Debtors		2018	2017
		£	£
Prepayments		460	11,805
Other debtors		97,473	90,505
		<u>97,933</u>	<u>102,310</u>
9 Creditors: amounts falling due within one year		2018	2017
		£	£
Taxation and social security		10,372	19,633
Accruals		11,765	4,500
Sundry creditors		12,081	58,914
Deferred income		36,528	37,284
		<u>70,746</u>	<u>120,331</u>

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2018

10	Analysis of net assets between funds	Restricted funds	Designated funds	General funds	Total funds
		£	£	£	£
	Tangible fixed assets	-	-	3,125	3,125
	Current assets	13,151	-	218,181	231,332
	Current liabilities			(70,746)	(70,746)
	Net assets at the end of the year	13,151	-	150,560	163,711

11	Movements in funds	At the start of the year	Income	Expenditure	Transfers in/(out)	At the end of the year
		£	£	£	£	£
	Restricted funds:					
	Welfare Benefits	-	88,220	91,803	3,583	-
	Peer Support	9,421	55,300	59,912	-	4,809
	Youth Service	-	202,810	241,148	38,338	-
	Disability Connect	-	32,000	43,905	11,905	-
	Advocacy Services	8,366	103,000	96,024	- 7,000	8,342
	Employment	-	198,745	198,745	-	-
	Access to Work	-	3,056	1,919	- 1,137	-
	Support Services		333	-	- 333	-
	Total restricted funds	17,787	683,464	733,457	45,356	13,151
	Unrestricted funds:					
	Designated funds:					
	Disability Connect	-	21,667	-	(21,667)	-
	Peer Support	-	2,251	-	(2,251)	-
	Employment	-	370,770	327,781	(42,990)	-
	Youth Service	-	19,477	19,477	-	-
	Total designated funds	-	414,165	347,257	(66,908)	-
	General funds	148,778	14,562	34,332	21,552	150,560
	Total unrestricted funds	148,778	428,727	381,589	(45,356)	150,227
	Total funds	166,565	1,112,191	1,115,046	-	163,710

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2018

12. Purposes of restricted funds

Support Services	To provide management and administration of the organisations and the provision of welfare rights and information service, trust application and events fundraising.
Youth Service	To provide a range of leisure, social and educational opportunities for young disabled people throughout the year in inclusive environments and settings.
Peer Support	To provide a service aimed at bringing disabled people together to offer mutual support around all aspects of their lives, while sharing activities around common interests such as IT, Knitting and Healthy Lifestyles.
Westminster Connect & Disability Connect	To provide a range of services designed to enable disabled individuals to become confident, independent individuals connected and accessing services in their community. This is done through support and peer support activities.
Employment Service	To assist disabled people towards employment – through internships in partnership with businesses, schools and colleges as a route to paid work.
Advocacy Services	To provide a single point of access to advocacy services for those eligible for or in receipt of adult social care services in the London Borough of Hammersmith and Fulham, delivered in partnership with MIND and MENCAP.
Welfare Benefits Services	To provide welfare benefits advice and support – to tribunal level. DLA, PIP & AA form filling support for disabled people. Local authority funded children and families and adult services.
Access to Work	Funding from government scheme to provide equipment and support workers for disabled employees which include travel to and in work.

13 Reconciliation of net income / (expenditure) to net cash flow from operating activities

	2018	2017
	£	£
Net movement in funds for the reporting period	(2,854)	49,280
Depreciation	2,100	2,712
Interest, rent and dividends from investments	(3)	(3)
(Increase)/ decrease in debtors	4,377	(39,800)
Increase/ (decrease) in creditors	(49,585)	40,374
Net cash provided by / (used in) operating activities	(45,965)	52,563

↓ Action on Disability

Notes to the Financial Statements For the year ended 31 March 2018

14 Analysis of cash and cash equivalents

	At 1 April 2017	Cash flows	Other changes £	At 31 March 2018 £
Cash at bank and in hand	179,361	(45,962)	-	133,399
Overdraft facility (repayable on demand)	-	-	-	-
Total cash and cash equivalents	179,361	(45,962)	-	133,399

15 Operating lease commitments

The charity had annual commitments at the yearend under non-cancellable operating leases expiring as follows:

	Equipment 2018 £	Equipment 2017 £
Within 2 to 5 years	-	844

16 Related party transactions

There were no related party transactions during the year.