



**disability  
nottinghamshire**

Charity Number: 1131621

Registered in England: 6972820

## **Annual Report of Disability Nottinghamshire**

**1 April 2013 to 31 March 2014**

*Moving on*

Supported by



INVESTOR IN PEOPLE



Nottinghamshire  
County Council





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The Trustees present their report and the statutory accounts for the year ended 31 March 2014. The trustees, who are also Directors of Disability Nottinghamshire for the purposes of company law and who served during the year and up to the date of this report are set out on page 5.

## Chairman's statement for the year ended 31 March 2014

Welcome to the annual report of Disability Nottinghamshire which I am pleased and privileged to present.

Disability Nottinghamshire has continued to experience a period of significant change brought about by the economic climate, resulting in an increased demand for our services which are free at the point of contact. It has not just been a case of the charity surviving but endeavouring to move forward within the capacity of available resources.

We are grateful to all our funders who have appreciated the need for the charity's services and the benefits provided to individuals in the community. They have my heartfelt thanks.

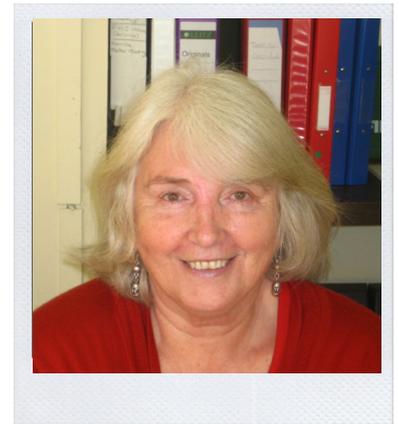
Within this environment, the demand for our current services, plus requests to develop new support services continues to rise.

The response to the demands and challenges of the past year has been amazing. Everyone has given 100% and striven to deliver uninterrupted, focused services and developments to service users and members. Energy, pragmatism, sheer hard work, lean operations systems and maintaining a sense of humour alongside the dedication of a small team of staff, 30 volunteers, members and supporters has made this possible. They are the charity's best resource.

Alongside this I must acknowledge the work of the Trustee Directors and thank them as Chairman for their wise counsel, ability to challenge and make difficult decisions whilst keeping to the objects of the charity. They have done much to enhance and support the growth of the charity and to improve our services to the public.

Volunteers undertake a range of tasks across all aspects of the charity's work, they continue to participate in a variety of training programmes to update their skills, giving time, energy and enthusiasm freely. In total volunteers have contributed 7,852 hours over the last year which equates to a total and in kind contribution of £153,738.

User led work remains at the heart of the charity and has provided information and advice to individuals, carers and groups on a range of subjects from personal budgets to welfare benefits.



There have been some key responses and developments to the changing environment that the charity has faced this year. The main office, where we had been based for 27 years has closed and the charity now rents space within the premises of another local charity.

A drop-in advice hub has been created close to the centre of Mansfield and there has been continued development of advice surgeries in a variety of settings within the heart of local communities across Nottinghamshire.

Extensive engagement and consultation with stakeholders throughout the county has been completed to develop a new strategic business plan for 2014 to 2017.

A bespoke database system has been developed that will enable Disability Nottinghamshire to collate and manage information plus explore gaps in the market of service provision.

The charity and its projects have more than exceeded all targets set both internally and externally.

With funding from the People's Health Trust, a peer mentoring project has commenced with the aim of creating a stronger and more involved community network for people affected by disability, impairment or long term health condition in the Ravensdale area of Mansfield.

The Reach Out Nottinghamshire project funded by Big Lottery has now entered its third and final year of providing welfare benefits advice, appeals support and a range of general advice services. To date £1.7 million pounds has been returned to local communities across Nottinghamshire (excluding the city).

The core service continues to be the provision of a free, independent, confidential advice service on a range of subjects to people living in Nottinghamshire providing better access to services and entitlements.

The next financial year will be even more challenging, the charity's need for change is partially driven by financial necessity alongside the most important factor of the need to improve further accessibility to our services.

The dedication and combined efforts of the trustee board, volunteers, staff members and supporters of Disability Nottinghamshire, should enable the charity to continue to play a vital and unique role within Nottinghamshire.

Lana Carter

L Carter  
Chairman



## Legal and Administration information

### Charity number:

1131621

### Company registration number:

6972820

### Business address:

Unit 15, Botany Park, Botany Avenue  
Mansfield, Nottinghamshire, NG18 5NX

### Registered office:

Unit 15, Botany Park, Botany Avenue  
Mansfield, Nottinghamshire, NG18 5NX

### Advice hub:

73a Rosemary Street, Mansfield  
Nottinghamshire, NG18 5NX

### Trustees:

G Bryan  
L Carter (Chairman)  
M Evans  
I Garratt  
A Griffin (Treasurer)  
P A Kenton-Batt (Vice-chairman)  
J McGuigan  
B L Mee  
C A Mitchell  
R Maywood  
E S Twigger



**Independent examiner:**

David Wilson  
Chartered Accountant  
68 West Gate  
Mansfield  
Nottinghamshire  
NG18 1RR

**Bankers:**

Lloyds TSB Bank plc  
1-3 Church Street  
Mansfield  
Nottinghamshire  
NG18 1AL

**Solicitors:**

Orton Solicitors  
1 Cottage Terrace  
The Ropewalk  
Nottingham  
Nottinghamshire  
NG1 5DX



## Structure, Governance and Management

The trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Disability Nottinghamshire (the company) for the year ended 31 March 2014. The trustees confirm that the annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

### Constitution

The company is registered as a charitable company limited by guarantee and was set up by a memorandum of association .

The company is constituted under a memorandum of association and is a registered charity number 1131621.

Disability Nottinghamshire was formerly known as D.I.A.L. Mansfield & District, an unincorporated registered charity. The name was changed with effect from July 2009 but it was agreed to continue its activities until 30 September 2009 at which date all assets and liabilities were transferred into this new incorporated company (No: 6972820) which is also a registered charity (No: 1131621).

### Trustee board

All members of the board continue to give their time on a voluntary basis, receiving no benefits from the charity.

All trustees receive formal induction and training with the organisation as appropriate. It is noted by board members that an updated board skills check is required within the next accounting period. This will enable the board to be strengthened by appropriate additional training, better use of board members current skills and recruitment of new board members plus support succession planning.

### Organisational structure and decision making

Disability Nottinghamshire embraces a board consisting of ten members. This committee meets on average every six weeks and is fully responsible for the forward strategy, direction and policy of the charity.

DPULO has provided funding for extensive consultation to be undertaken with a wide range of stakeholders across Nottinghamshire. There were also three stakeholder events held across the County. This has resulted in the development of a new strategic



business plan, and a funding plan for the period 2014 to 2017. Annual delivery plans have now been agreed by the board to enable progress against these plans to be monitored.

The charity has gained official recognition by the local authority as the only User Led Organisation (ULO) in the county.

Reporting to the board of trustees are three sub-committees covering the specific aspects of finance and audit, health and safety, personnel and governance. The sub-committees continue to report to trustees at board meetings.

All members of the board continue to give their time on a voluntary basis, receiving no benefits from the charity. Any out of pocket expenses reclaimed are shown in note 8 to the financial statements. 75% of the board of trustees either have a disability, long term health condition or care for someone. The board of directors are supported by a small dedicated team of staff and a number of volunteers.

Currently the staff team is directly responsible for delivering a variety of time-limited funded projects. However they also assist in co-ordinating a wide range of day-to-day tasks. Volunteers also underpin this work by undertaking a variety of advice work, management and administration tasks.

## **Risk management**

There is a revised risk management strategy and matrix in place to ensure, where applicable, all risks are covered. The responsibility for monitoring this work is undertaken by the finance and audit sub-committee who report to the board. However, due to the requirement to closely monitor the financial stability of the charity throughout the current economic downturn, all board members currently receive a weekly cash flow report.

An external risk recognised by the board is that of loss of funding. Cuts to funding impact on the way services will be delivered and developed. The charity is working hard to mitigate this by seeking to diversify its funding sources in order to maintain an effective service that meets the needs of service users.

Internal risks have been reduced by the implementation of policies and financial procedures for all transactions.



## OBJECTIVES AND ACTIVITIES FOR PUBLIC BENEFIT

### Policies and objectives

The purpose of the charity is to:

Promote the independence and choice of all disabled persons within the area covered by Nottinghamshire County Council by providing free, confidential and impartial information, advice and advocacy in respect of any disability to disabled people, their families, friends, carers, professionals and students.

Our aim is for all disabled people to have the same choice, control, and freedom as any other person. With the provision of information and advice on how to effectively access the relevant benefits, services, peer support and disability rights, we are also aiming to encourage a far greater overall level of health and well-being not only for disabled people but also for their carers, friends and families. Our aims fully reflect the purposes for which this charity was originally set up.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives.

The activities of our charity have continued to remain focused on providing support to enable people within our area of activity to exercise choice and control and are all undertaken to further our charitable purposes for public benefit.

## ACHIEVEMENTS AND PERFORMANCE

### Review of activities

Since the last report we have continued to develop services using the information from service user feedback forms and consultations.

There is an ever increasing demand for advice, information services and outreach community support across the community. User-led work is now firmly embedded within the charity's services.

The charity has continued to work across the county to encourage a user led ethos and to assist, for example, individuals, self-help groups and single issue groups to feel more confident and become better informed about opportunities to influence policy, consultation or services which have previously been hard to reach or unobtainable.

With organisation and administrative support from the charity, the Disability Independent Advisory Group (DIAG) has increased its membership at meetings from around 12 people to an average of 40 people who have focused on a wide range of issues.



Advice and information services are free, independent and confidential. The welfare reform system continues to cause a backlog of benefit claims and decision, which impacts on service users. Within the core service there has been an increase in enquiries from parents or carers regarding children with disabilities. Whilst Nottinghamshire County Council has received cuts to their funding, which has resulted in a reduction to grant aid to the charity, we are grateful for their support to ensure that these services can be delivered.

The Reach Out Nottinghamshire project team and volunteers have continued the successful delivery of outreach services across parts of the county including; Meden Vale surgery, Portland college, Turning Point, Poppies community point, Selston tin hat centre, Rosewood centre and Ollerton library. The team have also offered a home visiting service to users with complex needs and their carers.

Funded by the People's Health Trust, a peer mentoring project has commenced in the Ravensdale area of Mansfield to help create a stronger and more involved community network for people affected by disability, impairment or long term illness.

Awards for all / Big Lottery has funded a one year First Steps programme that has enabled socially disadvantaged citizens to access support, training and volunteering opportunities. It has been highly successful, with 2 people being supported into work.

The charity also hosted a highly successful first comedy and entertainment night in partnership with Mansfield District Council Museum and the Phoenix community shop.

Investment from the Provincial Grand Lodge of Nottinghamshire supported the move of premises and refurbishment required.

Clothworkers foundation funding has also enabled the renovation of the advice hub, providing a relaxed environment for service users.

Shaw Trust also supported training for a staff member.

Boots charitable Trust began supporting welfare benefits appeals.

The charity could not operate without the financial support of all of the donors which is critical to the continuation and development of services requested by the community. Moreover, the hard work and dedication of both a small staff team and the many volunteers contributes in so many ways to the success of the charity.



## User Led Organisation (ULO) Report

### Strategic Plan 2014 - 17

We conducted an in-depth piece of work to determine the future direction of Disability Nottinghamshire over the next three years by consulting with a wide range of people across the county. The end result is a roadmap for the charity to focus its efforts and develop services which meet the needs of individuals in Nottinghamshire. Our new vision is to empower and enable people to make informed choices and decisions about their lives.



This will be achieved through the following areas of activity:

- **Promotion** – spreading the word! Telling people who we are; what we do; how we can help
- **Partnership** – the door is always open to exploring new partnerships and ways of working
- **Influencing** – making a positive impact and being the trusted voice for people with disabilities or their carers
- **Inclusion** – our users are at the heart of everything we do; without compromise
- **Development** – exploring new ways of working and excel at what we do
- **Responsibility** – ensure the charity is fit for purpose and has independent governance

### We've moved!

After 25 years of being in the same location, the trustees, volunteers, users and staff felt it was time for a change, so we packed our bags and moved into shared accommodation with another local charity. We've still kept a presence on Rosemary Street which we use for appointments, drop-in surgeries and a meeting space.

### Raising awareness of disability and caring, and promotion of our services

Disability Comedy Night was hailed as a huge success which helped to raise vital funds for the charity and promote the many talents people with disabilities have regardless of their disability or long term health condition. The crowd were tickled pink by the enigmatic performance of John Smith who is a deaf comedian, and through the assistance of his wife, was able to make the audience aware of the challenges those who are Deaf or have a hearing impairment face on a daily basis from talking in the street whilst using an umbrella to directing a plane into a parking bay!

The BBC's See Hear crew also turned up to film the whole thing, so a great bit of publicity for John and Disability Nottinghamshire to a national and international community!!!



I have attended a number of meetings and events across the county to represent Disability Nottinghamshire –

- Newark and Sherwood health and well being workshops
- Forest Town positive action day
- Broxtowe Disability Forum
- Bassetlaw Disability Action Team
- Disability Independent Advisory Group (DIAG)
- Nottinghamshire Carers Alliance
- Positive Patients Support Group
- Nottinghamshire Timebank
- Central Notts Mind
- Bassetlaw Equality Champions
- Four Seasons Shopping Centre, Mansfield

We also organised a number of workshops across Nottinghamshire which focused on the changes to welfare benefits which came into effect from April 2013 and created some user guides to inform individuals on these changes.

### Partnership working

Working with statutory organisations to help inform, influence and improve services for individuals across Nottinghamshire, for example, Healthwatch Nottinghamshire, Mansfield and Ashfield Clinical Commissioning Group and the Think Local, Act Personal (TLAP) working group, Mansfield shopmobility, micro provider forum and Nottinghamshire access for transport group.

Peer Support Planning Pilot – through changes to the way in which people receive social care, we were involved in developing a support planning toolkit and dedicated information telephone line for anyone who had questions about their personal budget, support plan or where to find appropriate services that met their needs.

We have worked with, and supported, a number of other voluntary, community and user led organisations in Nottinghamshire regarding funding, development opportunities and general advice.



## Events, fundraising and promotion

The following pictures show examples of the types of activities the charity is involved in:

### 30 Years Celebration



# Volunteers Fuddle



# Disability Comedy Night



## Welfare Benefits Are Changing April 2013

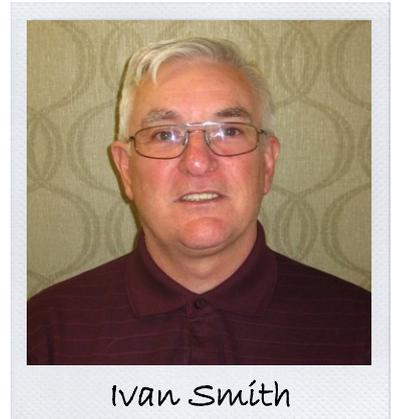


## CORE Information and Advice

Can I thank everyone for the continued support to the CORE Service during this reporting period.

During this period in CORE service we have helped & advised a total of 1425 clients (Approximately 118 per month)

Whilst the health conditions of the majority of people who contact us continue to be those with a physical disability we continue to receive enquiries from a significant number of people who have poor mental health.



We are receiving an increase in enquiries from across the county, in particular the Bassetlaw area as a consequence of a free advert we placed in a local magazine.

Changes by welfare reform continue to constitute a significant number of our enquiries. Time limiting of awards for Employment and Support Allowance (ESA) has continued to cause a lot of people considerable concern due to the loss of household income.

- Withdrawal of legal aid for people seeking assistance with problems with their welfare benefits (April 2013)
- The introduction of size related criteria for tenants in social housing (bedroom tax) (April 2013)
- Changes to localised schemes which have replaced Council Tax Benefit (April 2013)
- Abolition of the Social Fund and the creation of local welfare assistance schemes (Which was abolished in Nottinghamshire in April 2014)
- The introduction of Personal Independence Payment to replace Disability Living Allowance (June 2013) continues to frustrate due to the length of administrative delays i.e.- with DWP or Capita
- The possible introduction of Universal Credit.
- Many benefits for working age people continue to increase at a rate of just 1% rather than at Consumer Price Index.
- The introduction of mandatory reconsideration from October 2013, pre-appeal where the DWP must look at the decision of a claim again, (there is no time limit on this reconsideration & clients are not awarded any benefits during this period)

We are grateful to our funders who continue to provide support to us, allowing us to continue to provide information and advice at a time when people's needs are increasing and the opportunities for them to obtain advice are decreasing.

We always welcome new volunteers to join our dedicated team.

I would like to close my report by paying tribute to the users and volunteers at Disability Nottinghamshire. It has been a tough year with increasing enquiries, constant changes to welfare benefits and more people contacting us in absolute desperation. Despite this, they have continued to show their dedication to Disability Nottinghamshire and the people they advise by being reliable, conscientious and providing a good quality advice.



## Reach Out Nottinghamshire (RON) Project

For the period covered by the annual report 1st April 2013 to 31st March 2014 the RON project has advised or assisted 387 individuals on welfare benefits and disability related issues. We have also worked with several groups/organisations to facilitate learning in respect of welfare benefits knowledge with a further 145 attending these group sessions.

We have also facilitated internal training on welfare benefits for Disability Nottinghamshire Volunteers and Staff.

Currently our outreach locations are:

- The Turning Point Ladybrook
- Meden Vale Surgery
- Poppies Pet Shop
- Portland College

Most of the venues have been well attended and demand is fairly constant. In total during this reporting period we have realised some £337,163 in actual benefit gains for our clients and also £127,461 in approximate worth.

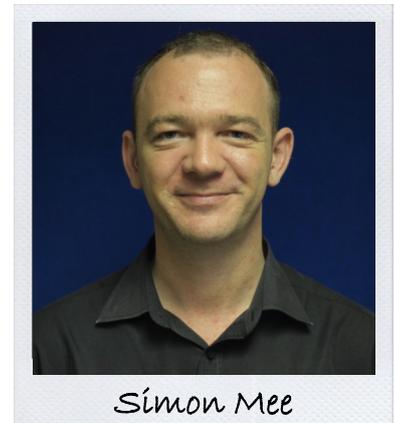
Appeal enquiries have maintained a steady level and we continue to help where capacity allows.

Feedback from our clients continues to show that people value the RON project very highly and by using the service have experienced an improvement in their quality of life due to a reduction in stress when dealing with benefits.

The RON team and everyone at Disability Nottinghamshire would like to take this opportunity to thank all of those organisations and individuals who have supported us this year. A special thank you to the Big Lottery fund for their support and guidance.



Gary Baird



Simon Mee

### Case Study

Mr S is 74 yrs old and lives with his 75 year old wife the house that they own. They had worked all of their lives and had never claimed any type of benefit.

Their health had recently deteriorated and whilst they had some savings, they were struggling financially. Initially they were hesitant to look at claiming any benefits at all, eventually after several advice sessions we were able to assist them with a claim for attendance allowance. With the addition of Carers allowance, this led to a claim for Pension credit and assistance with council tax. Because of our assistance they received an extra £192.60 per week.



## RAISE Project

Disability Nottinghamshire was successful in securing funding from the People's health Trust using money raised by Health Regard (CIC) through the Health Lottery and I commenced my role as Community Support Worker in October 2013.

For the period October 2013 to March 2014 the project concentrated on:

- Establishment of a robust client referral and eligibility criteria
- Establishment of recruitment and selection procedures for mentors: this included such things as developing a recruitment strategy, application and selection process, information packs, application forms and selection interviews
- Setting up a robust screening policy
- Establishment of volunteer training programme, this involved the design and delivery of a 4 day training course for all potential mentors ensuring it met the required standards of the Mentoring and Befriending Foundation
- Establishment of a matching process, to ensure that all matches are suitable and appropriate
- Support and development of mentor and mentees, supervision and support, recognition, training and accreditation
- Establishment of a framework for mentoring relationships, ensuring all mentors are aware of their responsibilities, Boundaries and confidentiality, and are capable of action planning and goal setting
- Establishment of monitoring and evaluation systems; outlining what evidence we need to collect and how will we collect it
- Preparing a project publicity and publicity plan and promoting the project as widely as possible across the eligible wards

We were successful in our bid the Adult Community Learning Services at Nottinghamshire Council and received a sum of £749 for the delivery of the 4 peer mentor training sessions.

Peer mentor training took place in February with 12 people expressing an interest in attending the course, 10 people commencing the course and 9 people completing the course. On completion of the course 8 participants registered as Peer mentors.



*Claire Staples*



## **Inman Trust**

The Inman trust have donated £4000 in order for us to help our clients who wished to challenge their benefit decisions. This was a short term project spanning a five month period. During this time we have assisted a total of seventeen people although on the face of it this number may seem small we had limited time and resources to cope with a greater volume of clients.

We endeavoured to try and obtain a positive outcome for our clients at the mandatory reconsideration stage of a potential appeal. This is the first stage of the appeals process and if successful prevents the need for it to be referred to an appeal tribunal. This strategy has worked very well for our clients with a 100% success rate.

For those that had already passed this stage before contacting us, we compiled submissions on their behalf for their tribunal. We are pleased to report that all of these resulted in a successful outcome.

In addition to benefit appeals to the lower tribunal we also advised one client about appealing to the upper tribunal and successfully assisted a client to appeal the refusal of a Blue Badge.

In total we have assisted our clients in obtaining a total of £47,847 as a result of successfully challenging benefit decisions.

We are extremely grateful to the Inman Trust for their support of this project.



Gary Baird



## People are at the centre of everything we do

"Thank you for your help it was very uplifting, I usually shy from doing research but after our chat I looked at access to work & found lots of information. Talking to someone that can point you in the right direction is very much appreciated"

"Help would have been hard to find! We found a lot of time wasted because of lengthy waiting times for appointments. We rang various places but nobody could help us, only Disability Nottinghamshire helped."

"I feel so much happier that someone understands and helps. Thank you so much"



"The level of support & knowledge led me to be more confident in tackling benefit issues. I couldn't have met a more helpful, knowledgeable advisor"

"Thank you so much for delivering the 'Benefits Briefing', feedback from the attendees was very good & they felt they had a much better understanding on the new changes now"

"Simply having a Radar key and Blue Badge has widened our horizons!"



## Volunteering - Case Studies

**Name:** Michelle

**Volunteer role:** Advisor

“I have volunteered for Disability Nottinghamshire for many years. I advise on all matters connected to welfare benefits, I have assisted the RON project on and off since it first began. I find the range of enquiries both a challenge and rewarding. I have answered a clients enquiry successfully. I enjoy my volunteering very much as it gives me a sense of belonging and usefulness to others.”



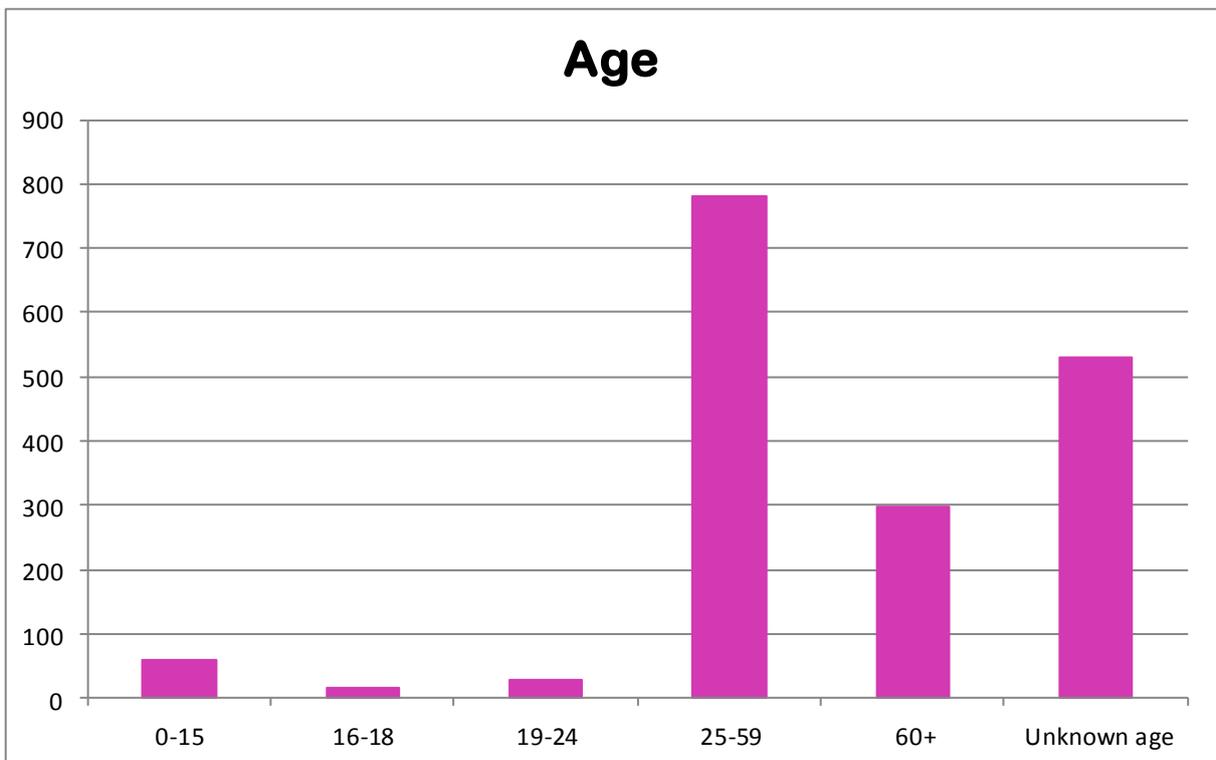
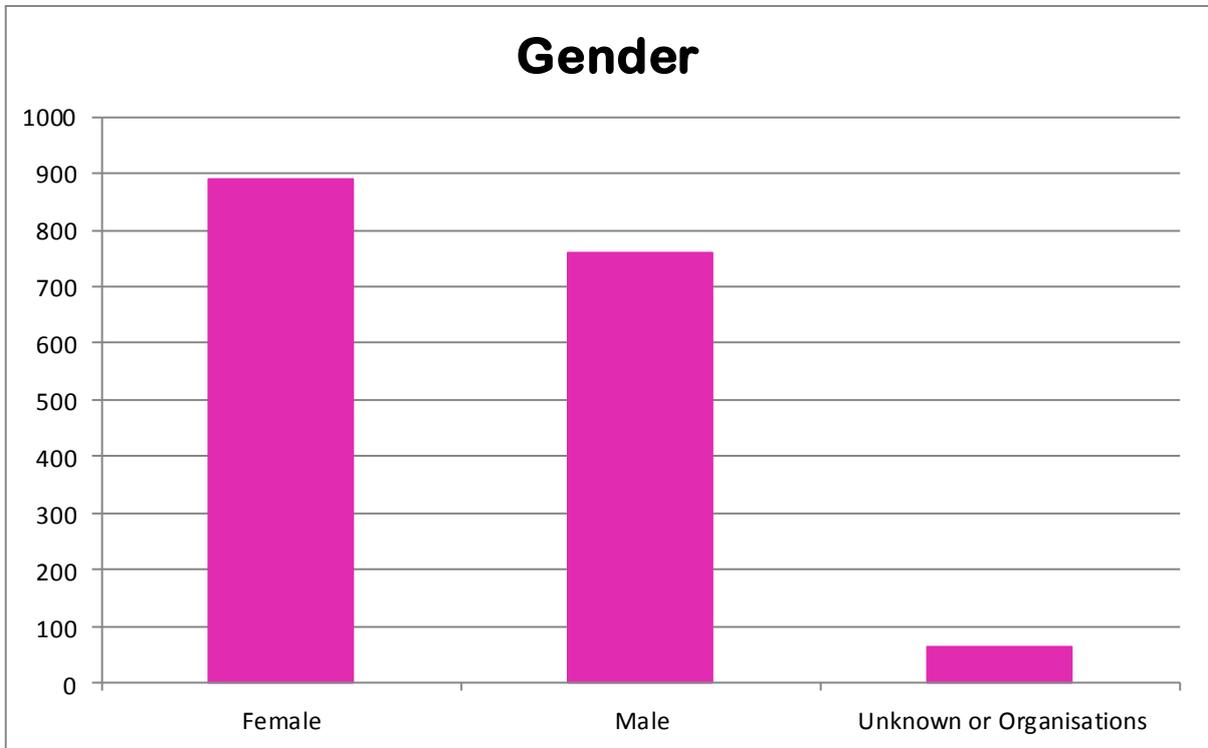
**Name:** Sharon

**Volunteer role:** Advisor

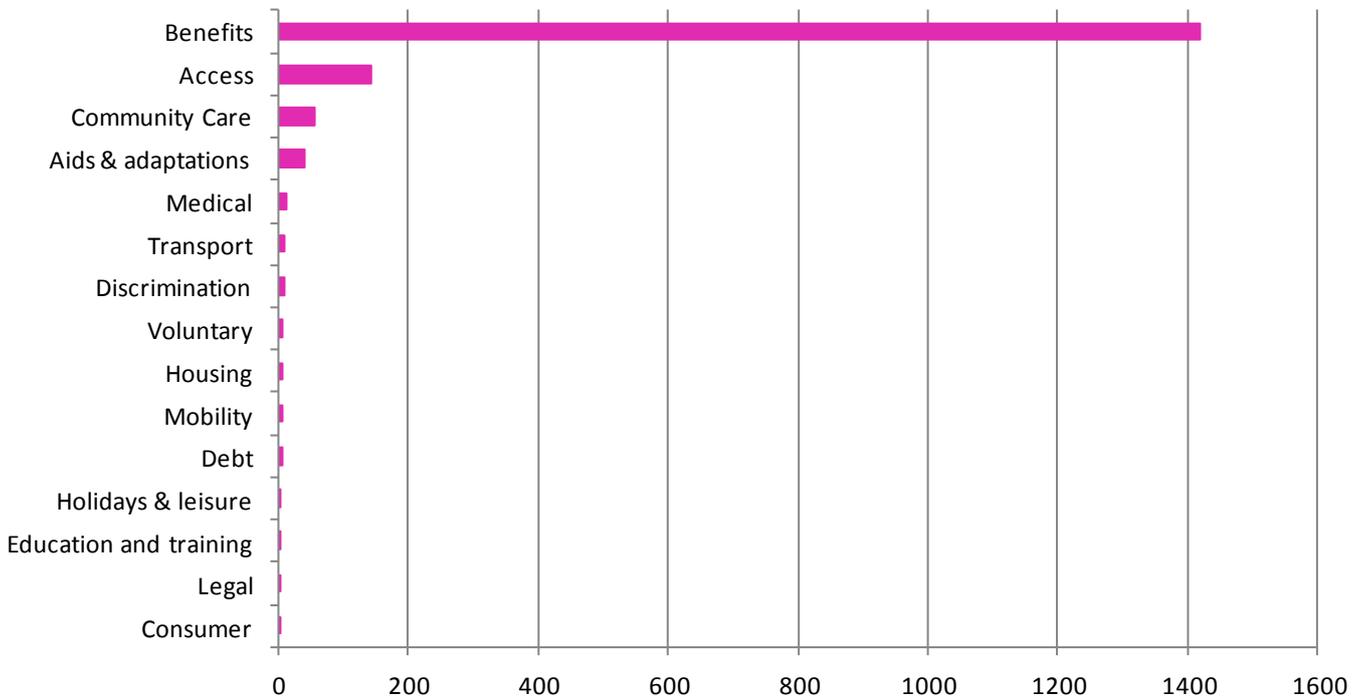
“I have been a volunteer for Disability Nottinghamshire for one year. It has given me the confidence that there is life outside employment. I have learned new skills and knowledge of disability in my role as an advisor. Best of all I enjoy being part of a friendly and welcoming team.”



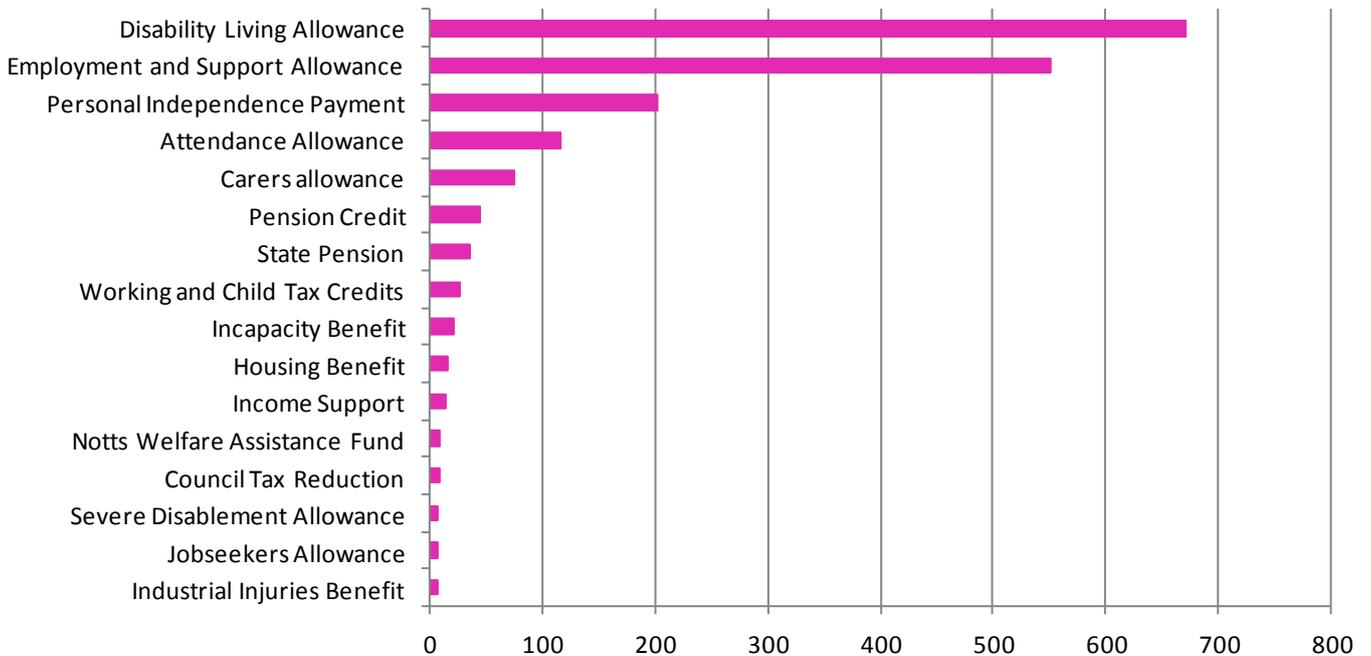
## Statistics: April 2013 - March 2014



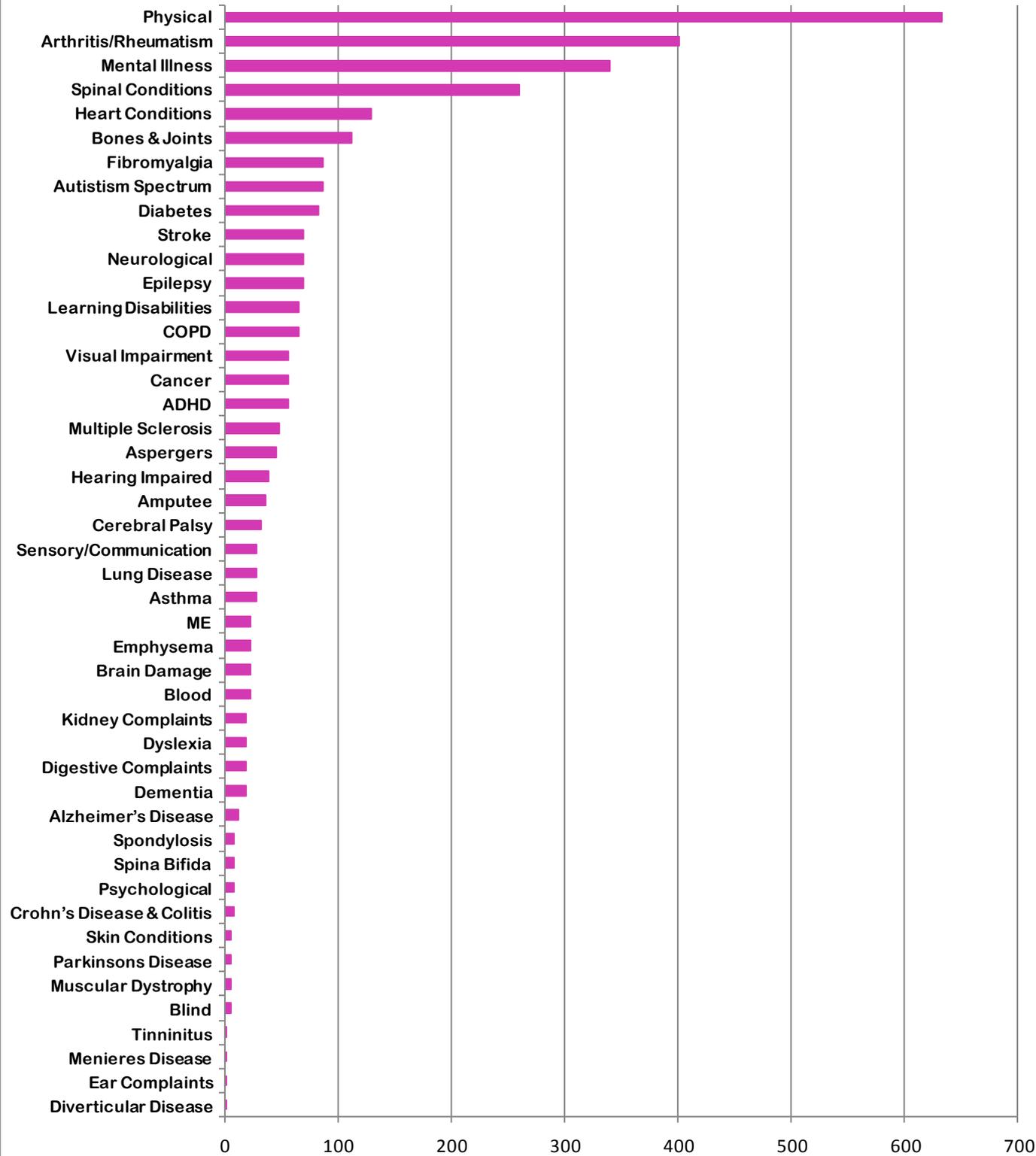
## Reason for contacting Disability Nottinghamshire



## Benefit Enquiries



# Health Conditions



## Financial review

### Reserves policy

The company needs reserves to enable it to meet both its ongoing commitments in respect of its general charitable activities and to meet its future operating requirements.

The board has reviewed the reserves required to meet its ongoing commitments. The trustees recognise that the greatest single risk area lies in the charity maintaining adequate reserves. The board aims to keep reserves above a minimum level of three months trading expenses plus redundancy commitments.

In preparing this report, the trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the trustees on 2 July 2014 and signed on their behalf by:

*Lana Carter*

**L Carter**  
Director



## **Independent examiner's report to the trustees of Disability Nottinghamshire**

I report on the financial statements of the company for the year ended 31 March 2014 which are set out on pages 29 to 46.

This report is made solely to the company's trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the company's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's trustees as a body, for my work or for this report.

### **Respective responsibilities of trustee and independent examiner**

The trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My 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 company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements 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 my examination, no matter has come to my attention:

- (1) which gives me 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 financial statements which accord with the accounting records and 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 Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

**David Wilson**  
**Chartered Accountant**  
**68 West Gate**  
**Mansfield**



**STATEMENT OF FINANCIAL ACTIVITIES**  
**(incorporating income and expenditure account)**  
**FOR THE YEAR ENDED 31 MARCH 2014**

	Note	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Voluntary income					
	2	50,580	500	51,080	8,457
	3	3,869	-	3,869	3,819
	4	130	-	130	217
Incoming resources from charitable activities					
	5	30,000	131,297	161,297	144,998
<b>TOTAL INCOMING RESOURCES</b>		<b>84,579</b>	<b>131,797</b>	<b>216,376</b>	<b>157,491</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities					
	6	54,447	115,211	169,658	131,417
Governance costs					
	7	3,937	3,918	7,855	11,318
<b>TOTAL RESOURCES EXPENDED</b>		<b>58,384</b>	<b>119,129</b>	<b>177,513</b>	<b>142,735</b>
<b>MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME FOR THE YEAR</b>					
		26,195	12,668	38,863	14,756
Total funds at 1 April 2013		39,564	19,703	59,267	44,511
<b>TOTAL FUNDS AT 31 MARCH 2014</b>		<b>65,759</b>	<b>32,371</b>	<b>98,130</b>	<b>59,267</b>

The notes on pages 33 to 42 form part of these financial statements.



## BALANCE SHEET AS AT 31 MARCH 2014

	Note	£	2014 £	£	2013 £
<b>CURRENT ASSETS</b>					
Debtors	10	2,690		6,121	
Cash at bank and in hand		111,027		70,754	
		<u>113,717</u>		<u>76,875</u>	
<b>CREDITORS: amounts falling due within one year</b>					
	11	<u>(15,587)</u>		<u>(17,608)</u>	
<b>NET CURRENT ASSETS</b>			<b>98,130</b>		<b>59,267</b>
<b>NET ASSETS</b>			<b>98,130</b>		<b>59,267</b>
Restricted funds	12		32,371		19,703
Unrestricted funds	12		65,759		39,564
<b>TOTAL FUNDS</b>			<b>98,130</b>		<b>59,267</b>



## **BALANCE SHEET (continued) AS AT 31 MARCH 2014**

The trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31

March 2014 and of its net incoming resources for the year in accordance with the requirements of sections 394 and 395 of the Act 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 applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the trustees on 2 July 2014 and signed on their behalf, by:

*Lana Carter*

L Carter,  
Chairman

The notes on pages 33 to 42 form part of these financial statements.



# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

## 1. ACCOUNTING POLICIES

### 1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

### 1.2 Company status

The company is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

### 1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

The charity has a designated fund, the property fund. This is set aside for the repairs and maintenance towards the upkeep and running of the building. Other designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Income received for specific projects is transferred to a restricted fund. All other income is held as part of the general fund which is held for spending at the discretion of the management committee.



## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

### 1. ACCOUNTING POLICIES (continued)

#### 1.4 Incoming resources

All incoming resources are included in the statement of financial activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

#### 1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

All resources expended are inclusive of irrecoverable VAT.

### 2. VOLUNTARY INCOME

	Unrestricted funds 2014	Restricted funds 2014	Total funds 2014	Total funds 2013
	£	£	£	£
Donations	50,093	500	50,593	7,175
Workstep programme	-	-	-	757
Radar keys	487	-	487	525
	50,580	500	51,080	8,457



### 3. FUNDRAISING INCOME

	<b>Unrestricted funds 2014 £</b>	<b>Restricted funds 2014 £</b>	<b>Total funds 2014 £</b>	<b>Total funds 2013 £</b>
Fundraising	3,869	-	3,869	3,819

### 4. INVESTMENT INCOME

	<b>Unrestricted funds 2014 £</b>	<b>Restricted funds 2014 £</b>	<b>Total funds 2014 £</b>	<b>Total funds 2013 £</b>
Bank interest receivable	130	-	130	217

### 5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	<b>Unrestricted funds 2014 £</b>	<b>Restricted funds 2014 £</b>	<b>Total funds 2014 £</b>	<b>Total funds 2013 £</b>
Grants	30,000	131,297	161,297	144,998



## 6. DIRECT COSTS

	General fund £	Total 2014 £	Total 2013 £
Volunteers' expenses	2,961	2,961	4,460
Training	820	820	1,366
Advice centre running costs	25,399	25,399	9,646
Line management	-	-	3,492
Local events	2,908	2,908	1,730
Insurance	3,688	3,688	3,848
Sundry expenses	2,016	2,016	1,044
Travel	2,768	2,768	2,594
Telephone and computer	21,459	21,459	7,103
Advertising and publications	1,214	1,214	950
Wages and salaries	106,425	106,425	95,184
	<b>169,658</b>	<b>169,658</b>	<b>131,417</b>

## 7. GOVERNANCE COSTS

	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Accountancy Fees	474	-	474	1,926
Legal and profes- sional fees	1,410	2,222	3,632	6,677
Office expenses	2,053	1,696	3,749	2,692
Other expenses	-	-	-	23
	<b>3,937</b>	<b>3,918</b>	<b>7,855</b>	<b>11,318</b>

## 5. NET INCOMING RESOURCES

During the year, no trustees received any remuneration (2013 - £NIL).

During the year, no trustees received any benefits in kind (2013 - £NIL).

During the year, trustees received reimbursement of travelling expenses of £310 (2013 - £721).



## 9. STAFF COSTS

Staff costs were as follows:

	2014 £	2013 £
Wages and salaries	<u>106,425</u>	<u>95,184</u>

The average monthly number of employees during the year was as follows:

	2014 No.	2013 No.
Advice centre running costs		
Charitable activities	<u>10</u>	<u>7</u>

No employee received remuneration amounting to more than £60,000 in either year.

## 10. DEBTORS

	2014 £	2013 £
Prepayments and accrued income	<u>2,690</u>	<u>6,121</u>

## 11. CREDITORS

	2014 £	2013 £
Other loans	-	5,000
Trade creditors	12,439	6,282
Other taxation and social security	1,883	6,282
Accruals and deferred income	1,265	4,796
	<u>15,587</u>	<u>17,608</u>



## 12. STATEMENT OF FUNDS

	Brought forward £	Incoming resources £	Resources expended £	Transfers in/out £	Carried forward £
<b>Designated funds</b>					
Property Fund	<u>12,231</u>	<u>-</u>	<u>-</u>	<u>(12,231)</u>	<u>-</u>
<b>General funds</b>					
General Fund	26,340	44,576	(57,502)	13,224	26,638
Housekeeping project	993	-	-	(993)	-
MDACWDPD	<u>-</u>	<u>40,003</u>	<u>(882)</u>	<u>-</u>	<u>39,121</u>
	<u>27,333</u>	<u>84,579</u>	<u>(58,384)</u>	<u>12,231</u>	<u>65,759</u>
Total unrestricted funds	<u>39,564</u>	<u>84,579</u>	<u>58,384</u>	<u>-</u>	<u>65,759</u>
<b>Restricted funds</b>					
ULO 2012/13	993	10,500	(11,493)	-	-
Big Lottery Fund	11,320	31,554	(39,553)	-	3,321
Awards For All	6,322	-	(6,322)	-	-
Shaw Trust	1,068	-	(497)	-	571
Boots Charitable Trust	-	9,360	-	-	9,360
The Clothworkers Foundation	-	7,900	(7,239)	-	661
DPULO	-	4,860	(4,860)	-	-
Freemasons of Mansfield Town	-	13,600	(10,623)	-	2,977
People's Health Trust	-	18,023	(5,971)	-	12,052
Phoenix Community Shop	-	500	(500)	-	-
The Inman Charity	-	4,000	(571)	-	3,429
ULO 2013/14	<u>-</u>	<u>31,500</u>	<u>(31,500)</u>	<u>-</u>	<u>-</u>
	<u>19,703</u>	<u>131,797</u>	<u>(119,129)</u>	<u>-</u>	<u>32,371</u>
Total of funds	<u>59,267</u>	<u>216,376</u>	<u>(177,513)</u>	<u>-</u>	<u>98,130</u>



## **12. STATEMENT OF FUNDS (continued)**

### **Purpose of unrestricted funds:**

#### **General Fund**

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

#### **Property Fund**

The property fund was monies set aside for the repairs and maintenance toward the upkeep and running of the building. This fund has now been transferred into the general fund.

#### **Housekeeping Project**

This is unrestricted funds raised to invest in a possible social enterprise. These monies have been transferred back into the general fund during the year.

#### **Mansfield and District Area Committee for the Welfare of Physically Disabled People**

This unrestricted funding supports the core service.

### **Purpose of restricted funds:**

#### **ULO July 2012 to July 2013**

This fund provides information and advice to individuals, carers and groups on a range of subjects from services to personal budgets to welfare benefits to grant funding. It also provides support to other ULO groups across Nottinghamshire to embed the ethos and practices of user led work which include issues such as sustainability, user engagement and communication. It involves working with partners to develop services for users and carers which meet their needs and outcomes. It aims to influence policy and strategy by representing the views of users and carers on various forums, meetings and panels. It supports user led volunteers to develop new skills, access training and opportunities for employment. Access audits and consultancy is undertaken based on users experiences. ULO's add value, they can help deliver effective services and commissioning, tackle social exclusion and are based on the authentic voices of service users.

#### **Big Lottery Fund**

This funding supports the Reach Out Nottinghamshire project (RON project). This funding provides and assists for outreach surgeries, to expand our current face to face advice provision across Nottinghamshire up to the end of September 2014.



## **12. STATEMENT OF FUNDS (continued)**

### **Big Lottery Fund- Awards For All**

The 'First Steps' project will enable socially disadvantaged people to access peer support, training, and volunteering opportunities. First Steps will use a range of interventions in comfortable and relaxed settings suited to the needs of the participants. Support packs will be co-produced alongside participants resulting in tailor made formats accessible to all, including those with poor literacy or communication skills. The project will provide a peer mentoring scheme on a one to one basis, motivational team building exercises and access to a range of basic skills training if required.

### **Shaw Trust**

Supported employment funds that enable a member of staff with additional training and assistance in the working environment.

### **Boots Charitable Trust**

The Boots Charitable Trust funding will enable Disability Nottinghamshire to deliver an appeals, tribunals and advocacy specialist service which will offer one to one support to disabled people or their carers, whose applications for welfare benefits have been rejected.

### **The Clothworkers Foundation**

These funds have helped to facilitate many changes at the outreach building. The design of the space has been reconfigured and now accommodates for a range of disabilities. New signage has been erected, office equipment purchased and new furnishings purchased to complete the transformation. Renovating this 'outreach' has enabled the charity to maintain a high street presence.

### **DPULO**

The DPULO project focuses on user led activities by developing a three year business plan which is consulted on and co-produced by users, volunteers, disabled people, members and partner organisations in Nottinghamshire. The monies will also create and develop a bespoke database that will enable the charity to collate and manage information and to explore gaps in the market of service provision.



## **12. STATEMENT OF FUNDS (continued)**

### **Freemasons of Mansfield Town**

This investment has provided assistance with moving costs, enhancement of the IT system, website and telephone equipment, updating and reconfiguring the new shared office accommodation and erecting external signage at the new premises.

### **People's Health Trust**

These funds support the RAISE peer mentoring project which aims to help create a stronger and more involved community network for people affected by a disability, impairment or long term health condition in the Ravensdale area of Mansfield, Nottinghamshire. Its specific purpose is to encourage participation and facilitate healthier and more active and involved disability service users thus strengthening the community of Mansfield as a whole.

The mentoring relationship offers support, advice and encouragement to anyone who has a disability, impairment or long term health condition.

Mentors are recruited from service users and individuals who have a disability in order to provide one to one mentoring support to individuals to help them to make positive choices about their lives.

### **Phoenix Community Shop**

Disability Nottinghamshire hosted their first comedy and entertainment night during the year at Mansfield Museum. Working in partnership with staff at the museum the charity was able to showcase the best in local comedy and music. Performers included; John Smith an international deaf comedian, Simply Daz an acoustic guitarist and folk/country music by The Simon Trio.

John Smith challenged the audience with his take on comedy, assisted by his wife Claire who helped interpret and vocalise John's antics on stage. John was also being filmed by the BBC for their See Hear programme, aimed specifically at people who have visual or hearing impairments but also for anyone else that wants a better understanding of these communities. The audience left with big smiles on their faces and commented on how great the night had been.

The charity would like to give a huge thank you to the performers, organisers and everyone who attended to make it such a big success, in particular, the Phoenix Community Shop for their kind and very generous donation towards costs.



## 12. STATEMENT OF FUNDS (continued)

### The Inman Charity

This funding enables the delivery of an appeals and tribunals specialist service which offers one to one support to disabled people whose applications for welfare support benefits have been rejected, despite strong evidence of need.

### ULO July 2013 to July 2014

This fund supports and continually develops a user-led organisation within Nottinghamshire. Users are helped to gain access to a range of services and opportunities which have previously been hard to reach or unobtainable, giving them greater choice, control and empowerment over health services, social care and ultimately their own lives. This helps to develop greater self esteem and improve quality of life by enabling greater independence and reducing feelings of social isolation.

## 13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>	<b>Total funds</b>
	<b>2014</b>	<b>2014</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Current assets	<b>72,863</b>	<b>40,854</b>	<b>113,717</b>	<b>76,875</b>
Creditors due within one year	<b>(7,104)</b>	<b>(8,483)</b>	<b>(15,587)</b>	<b>(17,608)</b>
	<b>65,759</b>	<b>32,371</b>	<b>98,130</b>	<b>59,267</b>



## A big thank you to all our funders

- Big Lottery Fund
- Shaw Trust
- Boots Charitable Trust
- The Clothworkers Foundation
- Office for Disability Issues (DPULO)
- Provisional Grand Lodge of Nottinghamshire
- Peoples Health Trust
- Nottinghamshire County Council
- Phoenix Community Shop
- Inman Charity
- *And everyone who gave us a donation*





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