



# disability nottinghamshire

Charity Number: 1131621

Registered in England: 6972820

## Annual Report of Disability Nottinghamshire

1 April 2012 to 31 March 2013



Of continuous service to the community,  
previously as D.I.A.L Mansfield & District



# Contents

Chairman’s foreword.....	
1. Administrative Information.....	
2. Structure, Governance & Management.....	
3. Objectives and Activities for Public Benefit.....	
Staff reports.....	
What an eventful year for Disability Nottinghamshire...	
4. Financial Review.....	
5. Independent Examiner’s Report to the Trustees on the Unaudited Statutory Accounts of Disability Nottinghamshire.....	
6. Appendix.....	



The trustees present their report and the statutory accounts for the year ended 31 March 2013. 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.

## **Chairman's statement for the year ended 31 March 2013**

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

As predicted in past reports, the long economic recession plus the cumulative effect of public spending cuts, changes to social policy, the challenges of employment and public attitudes, has continued to impact on the lives and well being of disabled people living in our local communities.

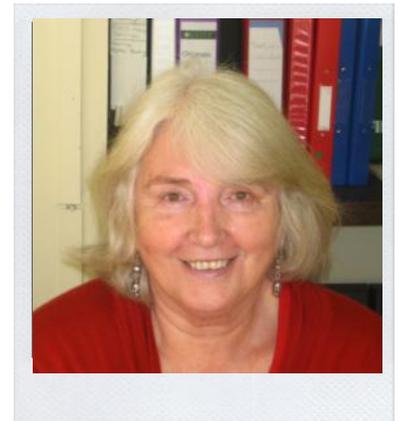
There has also been a tidal wave of legislation changes, which undoubtedly will have a huge impact on service users as the roll out of the changing welfare benefits system gathers momentum.

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

For the charity, it has been another hectic year of highs and lows, set against a backdrop of having to save money and raise income. This has been a difficult time, however, the combined effort of staff, volunteers and trustees has helped the charity to respond to this and to continue to provide much needed services.

Our funding comes from various sources of grant aid support, which is vital to the work of the charity. However, in response to the financial challenges presented, most importantly this year, our work has also focused on fund raising. Increasing gift aid and public donations have contributed toward ensuring we would continue to deliver services. Parallel to this there has been exploration of various social enterprise opportunities. In addition, careful financial monitoring, good housekeeping, maximising resources, improved collaboration work with individuals and partners has also been a priority.

No doubt, the Charity will continue to face further financial challenges in the year ahead and a sustained effort will be required to find ways of meeting them.



Planning in the current environment is difficult. The context is constantly changing and opportunities appear and disappear very quickly. Planning ahead without options can be very risky. However, during times of change it is important to concentrate on the needs of service users, the quality and effectiveness of services and to maintain our reputation as a free and trusted service.

Within the organisational planning for Disability Nottinghamshire, it has been important this year to have successfully received funding via the DUPLO project, with focus on the organisation's user led activities. This has enabled the charity to commence a review of strategic objectives and the development of a new 3 year business plan (2014 to 2016). It draws on extensive consultation and evaluation and is co produced by service users, members, staff, volunteers and partners across Nottinghamshire. It will present a critical opportunity to re-assess ourselves and lay strong foundations on which to set out a future direction for the organisation and to face the challenges of the next three years.

In addition, the DUPLO project funding has helped the organisation to commence reviewing and developing database systems. This will increase capacity to provide accurate and wide-ranging information and manage casework.

The trustees' report reflects many of the charity's overall activities of the past year. However, I have to acknowledge the following without whom these could not have been achieved.

The recruitment of new volunteers, their willingness to train for a variety of tasks, plus existing volunteers who offer support and mentoring to them.

Disability Nottinghamshire also recognises the attributes, skills, commitment and very hard work of all volunteers; they are a most cherished resource within the charity.

The support and the welcome we have received from local communities across Nottinghamshire and our colleagues in the voluntary and community sector.

The advice, encouragement and help from the owners of the property we currently occupy.

Recognition and thanks to my colleagues on the trustee board for their thoughtful and knowledgeable support, open constructive debate and the willingness to embrace change whilst remaining true to the charity's values.

Our small staff team, whose commitment and work ethic is enormous and invaluable, this has played a large part in ensuring all agreed targets are met and quality services delivered.



Last but not least, the support of funders, donors and a growing band of volunteer fund raisers, who have continued to see the need for our services and the benefits they provide to individuals in the community. On behalf of Disability Nottinghamshire they have my heartfelt thanks.

All of this is invaluable, as we continue to face challenges and to ensure the best outcomes for the charity and in particular, the members of the public who use the services we provide.

Moving forward, speaking as an active volunteer, there is a great spirit and energy within the charity to respond to the reality of the growing demand for the services we provide.

The direction for the charity in the coming year, is to make a positive difference to the lives of disabled people in our community, to ensure they are heard on matters important to them and to remain true to our values.

Lana Carter

L Carter  
Chairman



## Legal and Administration information

### Charity number:

1131621

### Company registration number:

6972820

### Business address:

1 Byron Street, Mansfield  
Nottinghamshire, NG18 5NX

### Registered office:

1 Byron Street, Mansfield  
Nottinghamshire, NG18 5NX

### Trustees:

J McGuigan  
B L Mee  
P A Kenton (Vice-chairman)  
A Griffin (Treasurer)  
E S Twigger  
L Carter (Chairman)  
C A Mitchell  
G Bryan

### 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**

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).

### **Organisational Structure**

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

The charity's three-year strategic plan, business and funding plans ended in December 2012.

In January and February 2013, extensive consultation commenced with a wide range of stakeholders across Nottinghamshire. This was in preparation for the development of a new strategic plan, business and funding plans for period 2014 to 2016 which is seen as an opportunity for re-assessment.

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.

During this accounting period, as agreed previously by the board, every aspect of the charity's work, including governance, compliance, financial standing orders, policies and procedures was externally reviewed and recommendations acted upon. A successful re-assessment for Investors in People accreditation Core Standard Award Level was achieved on 20 February 2013.

Currently the staff team is directly responsible for delivering a variety of time-limited funded projects and report progress directly to the board. In addition, staff also assist in co-ordinating a wide range of day-to-day tasks.



Within the organisation there are 7 paid hours per week administration support for the Reach Out Nottinghamshire (RON) project, 13 1/2 paid administration hours per week for the advice service, plus 14 paid hours per week for financial and personnel administration support. The remaining management and administration tasks are undertaken by volunteers.

### **Trustee Board**

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 at note 8 within the financial report.

### **Trustee Induction and Training**

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.

### **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.

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. Changes across the voluntary sector will be a major factor and the trustees will endeavour to be informed and aware of implications before making decisions.

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



## **Objectives and activities for the public benefit**

The purpose of our 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**

Since the last report we have continued to develop services using the information from service user feedback forms and wide ranging consultations across Nottinghamshire. There is an ever increasing demand for advice and information services. 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.

The charity continues to support the Disability Independent Advisory Group (DIAG) by offering organisational and administrative assistance. Quarterly meetings are held around the county with different users and groups, thus enabling the group to increase membership and continue to focus on a wide range of issues.



Requests for core service advice and information services continue to grow. For example, in the quarter to 31 March 2013 there was an 11% increase in enquiries compared to the same quarter in the previous year. Case work also becomes more complex as the changes to welfare benefit legislation are rolled out by the government.

Due to the changes in welfare benefit legislation, the charity have also recognised that there is a lack of information available to the public and have taken steps to arrange two initial information events in response to this, with more to follow.

In year one of the Reach Out Nottinghamshire project (RON - a three year project funded by Big Lottery) annual targets have been exceeded. Targets set for year two have also been achieved six months ahead of the target date. Information and welfare benefit advice and awareness sessions have also been held with several support and pensioners groups. There are also three active satellite advice sessions held in a variety of settings, such as doctors' surgeries, community resource centres and a pet shop, so that hard to reach communities receive a service.

The highly successful appeals, advocacy and advice service funding has ceased during this accounting period. Despite best efforts, no further funding has been found, nevertheless, the project exceeded all targets, increasing by 255% and delivering actual combined value of £537,788 returned to service users in the community. This project has enabled individuals to gain more independence and control over their lives.

Training plans for volunteers continue to be developed, staff continue to have the opportunity to attend appropriate training.

A pilot charity shop commenced in October 2012, currently the shop has six volunteers and it opens three days per week. A review on this initiative is to take place shortly and additional social enterprise options are being explored.

The charity also continues to be an active member of the Nottinghamshire Advice Network (NAN) which brings together a range of partners working together as a collaborative partnership.

15 new volunteers have been recruited this year, making a total of 30 volunteers working across the charity. This equates to 10,890 hours in this accounting year, with the in kind value to the charity of £152,747.75. (These figures were produced from statistics from the Office of National Statistics, a method previously endorsed by Volunteering England). 2 volunteers have also successfully obtained employment.



## User Led Organisation (ULO) Report

The highlights of the project over the last 12 months include:

- Promoting the ethos and raising awareness of the benefits user involvement can have for organisations in shaping the services they deliver, building capacity and ensuring sustainability.
- Supporting other user led groups and charitable organisations to source external funding and grants, consider developing social enterprises and increasing voluntary donations.
- Bassetlaw Disability Action Team (B-DAT) was successful in their campaign to oppose and overturn the restrictions imposed by the District and County Council regarding the use of blue/green badges in Worksop town centre. The group were supported by Disability Nottinghamshire, Unity Law and Andrew Hogan QC in their campaign to raise awareness of the issues faced by people in Bassetlaw.
- Commissioned to undertake access audits on behalf of statutory organisations on buildings, public spaces and open spaces.
- Support for the Disability Independent Advisory Group (DIAG) whose input over the year has helped to influence personal budgets by the creation of a sub-group tasked with finding out individuals and service providers experiences of the new system, parking in Worksop and assisting Disability Nottinghamshire with its business planning.
- Networking, communicating, presentation and events with other voluntary and community sector organisations, public bodies and statutory organisations.
- Recruitment, development and training of volunteers and users at Disability Nottinghamshire.
- Development of a charity shop and online eBay store to sell goods and raise unrestricted income. We have also seen an increase in the number of voluntary donations since the creation of a Gift Aid envelope for the charity.
- Improving the way information is collated, managed and reported by the development of a new customer relationship management database.
- Success in applying for external funding to deliver new and continue existing services.



## Events, fundraising and promotion

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

### Caribbean Tea Party



### Victoria Centre Prize Giving



**Time for cash:** Representatives of three charities gathered at Nottingham's Victoria Centre for a share of money thrown into the Ernett Clock fountain. Shoppers were asked to vote on which charities should receive £5,000 collected from the fountain and more than 7,000 cast their votes. The result was £1,814.58 each for Disability Nottinghamshire and Maggie's cancer care centre and £1,370.84 for NORSACA (Nottingham Regional Society for Adults and Children with Autism), Victoria Centre marketing manager Liz Sewell, centre, is pictured with, clockwise from front left, Pauline Kinton, Wendy Shaw, Simon Bernacki and Jonathan Nussey, of Disability Nottinghamshire; Dennis Ping, Marilyn Wright and Glenn Ping, of Maggie's; and Karen Braithwaite and Sam Cooper, of NORSACA. PICTURE: BARRY MARRIOTT FOR NORSACA

### Xmas Fuddle 2012



### Ashfield Parks Access Audits



### Parking in Worksoop Town Centre

Authority facing legal action on ban

## 'They failed to consult people'

by Chantal Spittles  
newsroom@worksoop-guardian.co.uk

**NOTTS County Council is facing legal action over its decision to ban disabled parking on Bridge Street.**

The move was announced at a campaign meeting held in Worksoop on Tuesday to discuss residents' concerns over the recently introduced traffic order. Disability rights specialists Unity Law say the authority is discriminating against disabled people and has failed to consult or carry out an impact assessment.

They also say that some people adversely affected by the ban could be due some compensation.

Solicitor Chris Fry said they have until mid-June to submit their legal case over the ban.

"This is a big opportunity to reverse this and to stop it from spreading to other towns in the county," he said. "A local authority has to consult properly - the consultation should be open for a significant amount of time and there should be time afterwards for the council to reflect on submitted feedback."

"We hope that once the authority sits down and looks at this rationally they will see that it makes sense."

The meeting, held at the Grafton Hotel pub, was organised by newly-formed campaign group Bassetlaw Disability Action Team (B-DAT) to lobby the council over the ban.

Simon Bernacki, of charity Disability Nottinghamshire, said it "urgent action" was needed to get the message over to the council.

"I appreciate the council has received letters and phone calls from individuals but as a group there seems to be greater emphasis on the council to do things," he said.

"Feedback from individuals doesn't seem to have made an impact and we are now at a bit of a tipping point with the issue, which means challenging the



Picture is Simon Bernacki, Disability Nottinghamshire (w/120529-04)

council legally is the only avenue now."

Mr Bernacki said he was also concerned about reactions from from certain people towards those with disabilities.

"There's been a lot of reports on the internet - particularly Facebook - with a lot of people responding in a negative way which makes me think there's much more to this than just parking and access issues," he said.

"This might be the very beginning of something else - it's about changing people's perceptions and attitudes."

Several people at the meeting said they were angry at the council's treatment of disabled people.

Gary Titley said he felt 'let down' by the way the authority had implemented the ban.

"I spoke to several banks and shops about it and the council hadn't consulted any of them - they found out about it

through the Guardian," he said.

"That's the contempt the council holds disabled people in."

Barry Turner said his quality of life has taken a turn for the worse since the ban. "I can't walk more than 20 yards, so my wife used to do the shopping while I stayed up Bridge Street and had a cup of tea and talk to other people," he said. "Now I can't do that and am stuck at home. That little bit of pleasure that means a hell of a lot has been taken away from me."

A Notts County Council spokesman said: "The order came into force on 22 May 2012 and will be in place initially for six months. The experimental order could be made permanent once all comments and any objections received during the initial period have been considered. It could equally be revoked if the order is not working or creating particular hardship for users."



## CORE Information and Advice

Can I thank everyone for the warm welcome I received when I joined the staff team in January 2013.

We have seen a increase in enquiries of 6% over the previous year and, as with previous years, the majority of callers continue to be women. 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, places like Worksop, Newark and Rushcliffe.



Changes by welfare reform constitute a significant number of our enquiries to. Time limiting of awards for Employment and Support Allowance (ESA) has caused a lot of people considerable concern due to the loss of household income. For this reason 77% of enquiries this year are relating to problems with benefits. Over the next year we will see significant changes due to Welfare Reform, huge challenges for those affected and the resulting pressure on our advice team to meet users needs.

- 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)
- New localised schemes to replace Council Tax Benefit (April 2013)
- Abolition of the Social Fund and the creation of local welfare assistance schemes (April 2013)
- The introduction of Personal Independence Payment to replace Disability Living Allowance (June 2013)
- Restriction to help with rent for tenants in the private sector (January 2014)
- The possible introduction of Universal Credit (February 2014)

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 and in the year we recruited 3 new volunteers to the advice team.

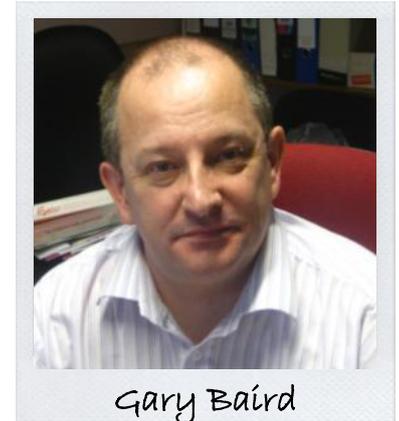
I would like to close my report by paying tribute to the users and volunteers at Disability Nottinghamshire. It has been a tough year with increasing enquiries, constant changes to welfare benefits and more people contacting us in absolute desperation. Despite this, they have continued to show their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



## Reach Out Nottinghamshire (RON) Project

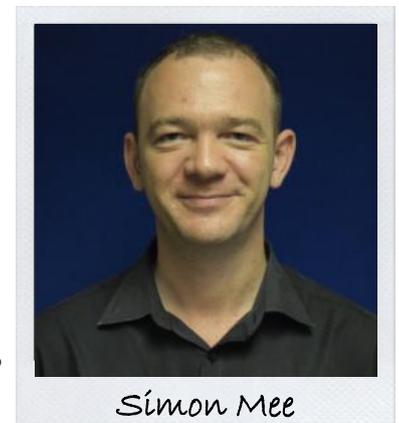
For the period covered by the Annual Report 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013 the RON Project has now established four outreach venues which are located at:

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



These have been well attended and averaged two clients per session each week; there is adequate demand for our services within these venues to continue our presence there. To date we have realised some £750,000 for our clients with a further possible potential benefit worth of £398,292. We have now advised over 400 clients during the period covering this report.

Whilst we are unable to advocate for people who request help with appeals, we have provided initial advice and issued self-help packs. The self help packs outline the appeals process, explain how to obtain evidence and what to expect at a Tribunal. People have reported success at Tribunal using the self-help packs.



Feedback from our project monitoring has shown that people value the service we provide and have expressed that they have experienced an improvement in the quality of their lives as a result. Many people have told us that they feel more confident after accessing the service. A number of people have told us that they have been able to secure paid work, despite no improvement in their health.

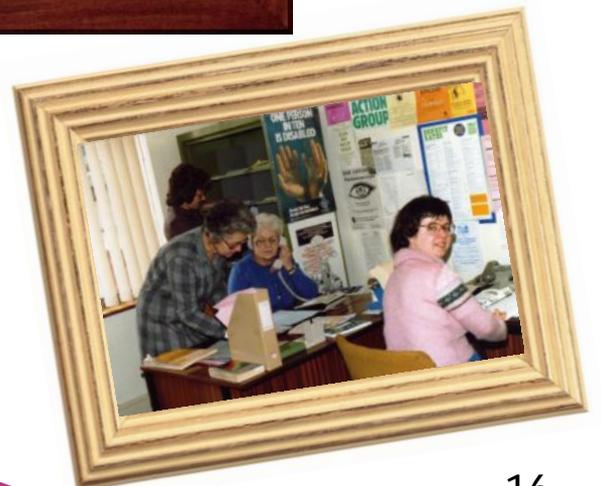
We continue to deliver training and information sessions for various groups of including our own volunteers, Portland College, Worksop 50+ Forum, Central Notts MIND, Mansfield MS Society, Mansfield Pensioners Action Group and Kirkby in Ashfield Fibromyalgia self help group. All sessions were based around welfare benefits and general disability information and advice including current and future changes to the welfare benefits system and also an introduction to the RON service.





# Celebrating 30 years service to the community previously as DIAL Mansfield & District

and now as  **disability**  
nottinghamshire



## Volunteering - Case Studies

**Name:** Mal Evans

**Volunteer role:** Data Input

Mal Evans has been a volunteer at Disability Nottinghamshire for the past 4 and a half years. In this time Mal has made many friends and has improved his skills through studying NVQ Level 1 and 2 in Computing. He has a busy average day inputting data onto computers from the vast amount of enquiries Disability Nottinghamshire receives each day



**Name:** Marcia Savage

**Volunteer role:** Admin and Charity Shop Assistant

Marcia Savage has been volunteering at Disability Nottinghamshire for the past 18 months. She enjoys her time volunteering as everyone is friendly and welcoming and she has been able to increase her awareness and knowledge of different disabilities. She believes that Disability Nottinghamshire is important to the local community as it gives disabled people someone to talk to that understands their needs.



## Financial review

The statutory accounts for the year show net incoming resources of £14,756 (2012 - net outgoing resources of £29,839).

### Reserves

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 level of reserves is shown in notes 13 and 14 to the statutory accounts. The board has reviewed the reserves required to meet its ongoing commitments. Whilst the level of reserves remain appropriate for the present needs of the charity, they are in the lower quartile of agreed levels. The charity is working hard to mitigate these matters by seeking to diversify its funding sources in order to maintain an effective service that meets the needs of service users. This is by no means an easy task in the current economic climate.

Exploratory discussions are also taking place with a local registered charity regarding sharing accommodation and service costs.

The board will remain vigilant and review the situation on a regular basis throughout the next accounting period.

### Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the board on  
and signed on its behalf by



L Carter  
Director



## **Independent examiner's report to the trustees on the unaudited statutory accounts of Disability Nottinghamshire**

I report on the statutory accounts of Disability Nottinghamshire for the year ended 31 March 2013 set out on pages 21 to 35.

This report is made solely to the trustees, as a body, in accordance with section 145(1) of the Charities Act 2011. My examination has been undertaken so that I might state to the 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 trustees as a body, for my examination, for this report or for the opinions I have formed.

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

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the statutory accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to examine the statutory accounts under section 145 of the 2011 Act; to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and to state whether particular matters have come to my attention.

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

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 charity and a comparison of the statutory accounts presented with those records. It also includes consideration of any unusual items or disclosures in the statutory accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the statutory accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.



## **Independent examiner's statement**

In connection with 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 proper accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare statutory accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the statutory accounts to be reached.

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



		<b>Unrestricted</b>	<b>Restricted</b>	<b>2013</b>	<b>2012</b>
		<b>funds</b>	<b>funds</b>	<b>Total</b>	<b>Total</b>
<b>Notes</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	7,700	757	8,457	6,607
Activities for generating funds	3	3,819	-	3,819	1,107
Investment income	4	217	-	217	193
Incoming resources from charitable activities	5	50,000	94,998	144,998	152,564
<b>TOTAL INCOMING RESOURCES</b>		<u>61,736</u>	<u>95,755</u>	<u>157,491</u>	<u>160,471</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	6	43,273	88,144	131,417	181,291
Governance costs	7	6,194	5,124	11,318	9,019
<b>TOTAL RESOURCES EXPENDED</b>		<u>49,467</u>	<u>93,268</u>	<u>142,735</u>	<u>190,310</u>
<b>NET MOVEMENT IN FUNDS /</b>					
<b>NET INCOME / EXPENDITURE FOR THE YEAR</b>					
		12,269	2,487	14,756	(29,839)
Total funds brought forward		27,295	17,216	44,511	74,350
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>39,564</u>	<u>19,703</u>	<u>59,267</u>	<u>44,511</u>



	Notes	£	2013 £	£	2012 £
<b>CURRENT ASSETS</b>					
Debtors	10	6,121		1,998	
Cash at bank and in hand		<u>70,754</u>		<u>62,398</u>	
		76,875		64,396	
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>					
	11	<u>17,608</u>		<u>19,885</u>	
<b>NET CURRENT ASSETS</b>			<u>59,267</u>		<u>44,511</u>
<b>NET ASSETS</b>			<u>59,267</u>		<u>44,511</u>
<b>FUNDS</b>					
	12				
Restricted income funds	13		19,703		17,216
Unrestricted income funds	14		<u>39,564</u>		<u>27,295</u>
<b>TOTAL FUNDS</b>			<u>59,267</u>		<u>44,511</u>

The balance sheet continues on the following page.



In approving these statutory accounts as trustees of the company we hereby confirm:

1. that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ;
2. that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 March 2013.
3. that we acknowledge our responsibilities for:
  - ensuring that the company keeps adequate accounting records which comply with section 386 of the Companies Act 2006, and
  - preparing statutory accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to statutory accounts, so far as applicable to the company.

These statutory accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

The statutory accounts were approved by the board on and signed on its behalf by

*Lana Carter*

L Carter  
Director  
Disability Nottinghamshire  
Company number 6972820



## **1. ACCOUNTING POLICIES**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

### **1.1. BASIS OF ACCOUNTING**

The statutory accounts are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006.

### **1.2. FUND ACCOUNTING**

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

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.

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.



### **1.3. INCOMING RESOURCES**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of donations and is included in full in the statement of financial activities when receivable.

The value of services provided by volunteers has not been included.

Grants relate to performance and specific deliverables and are recognised in full in the statement of financial activities in the year in which the charity earns the right to consideration by its performance.

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

Other income is credited to the statement of financial activities in the year in which it is receivable.

### **1.4. RESOURCES EXPENDED**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fee and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage.



## 2. VOLUNTARY INCOME

	Unrestricted funds £	Restricted funds £	2013 Total £	2012 Total £
Donations	7,175	-	7,175	4,693
Radar keys	525	-	525	407
Access audits	-	-	-	517
Workstep programme	-	757	757	990
	<u>7,700</u>	<u>757</u>	<u>8,457</u>	<u>6,670</u>

## 3. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted funds £	Restricted funds £	2013 Total £	2012 Total £
Fundraising events	<u>3,819</u>	<u>-</u>	<u>3,819</u>	<u>1,107</u>

## 4. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	2013 Total £	2012 Total £
Bank interest receivable	<u>217</u>	<u>-</u>	<u>217</u>	<u>193</u>



## 5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2013 Total £</b>	<b>2012 Total £</b>
Nottinghamshire County Council	50,000	35,499	85,499	113,970
Lloyds TSB	-	-	-	8,200
Enable	-	-	-	914
Big Lottery Fund	-	54,999	54,999	24,480
Boots Charitable Trust	-	-	-	5,000
Comic Relief	-	4,500	4,500	-
	<u>50,000</u>	<u>94,998</u>	<u>144,998</u>	<u>152,564</u>



## 6. CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted funds £	2013 Total £	2012 Total £
Salaries and national insurance	28,884	66,300	95,184	126,636
Volunteers' expenses	901	3,559	4,460	5,934
Training	17	1,349	1,366	1,120
Advice centre running costs	3,756	5,890	9,646	14,581
Line management	-	3,492	3,492	-
Local events	-	1,730	1,730	5,647
Repairs and renewals	-	-	-	1,803
Insurance	2,783	1,065	3,848	3,526
Sundry expenses	1,044	-	1,044	1,382
Travel	997	1,597	2,594	3,481
Telephone	4,672	2,431	7,103	12,761
Advertising and publications	219	731	950	4,420
	<u>43,273</u>	<u>88,144</u>	<u>131,417</u>	<u>181,291</u>

Cost allocation includes an element of judgement and the charity has had to consider the cost benefit of all detailed calculations and record keeping. To ensure full cost recovery on projects, the charity adopts a policy of allocating costs to the respective cost headings through the year. This allocation includes support costs where they are directly attributable. Other support costs shown are a best estimate of the costs that have been so allocated, either on a per capita basis or on an estimated usage basis.



## 7. GOVERNANCE COSTS

	Unrestricted funds £	Restricted funds £	2013 Total £	2012 Total £
Accountancy fees	1,926	-	1,926	2,115
Legal and professional fees	3,117	3,560	6,677	2,597
Office expenses	1,128	1,564	2,692	4,307
Other charges	23	-	23	-
	<u>6,194</u>	<u>5,124</u>	<u>11,318</u>	<u>9,019</u>

## 8. EMPLOYEES

Employment costs	2013 £	2012 £
Wages and salaries	<u>95,184</u>	<u>126,636</u>

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

### Number of employees

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

	2013 Number	2012 Number
Charitable activities	<u>7</u>	<u>7</u>

No remuneration has been paid to any member of the management committee out of the funds of the charity or to any person or persons known to be connected with any of them. Reimbursement of £721 (2012 - £1,774) has been made to five (2012 - four) members of the management committee for travelling expenses.



## 9. TAXATION

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these statutory accounts.

## 10. DEBTORS

	2013 £	2012 £
Other debtors	<u>6,121</u>	<u>1,998</u>

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

	2013 £	2012 £
Loan	5,000	-
Trade creditors	6,282	1,237
Other taxes and social security	4,796	6,164
Accruals and deferred income	1,530	12,484
	<u>17,608</u>	<u>19,885</u>

## 12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2013 as represented by:			
Current assets	44,899	31,976	76,875
Current liabilities	(5,335)	(12,273)	(17,608)
	<u>39,564</u>	<u>19,703</u>	<u>59,267</u>



### 13. RESTRICTED FUNDS

	At 1 April		Incoming	Outgoing	At 31 March
	2012	resources	resources	resources	2013
	£	£	£	£	£
ULO 2012/13	-	31,500	(30,507)		993
Transformation ULO Fund	8,447	-	(8,447)		-
Big Lottery Fund	2,032	47,799	(38,511)		11,320
Awards for all	-	7,200	(878)		6,322
Comic relief	-	4,500	(4,500)		-
DP ULO	-	3,999	(3,999)		-
Lloyds TSB	6,108	-	(6,108)		-
Shaw Trust	629	757	(318)		1,068
	<u>17,216</u>	<u>95,755</u>	<u>(93,268)</u>		<u>19,703</u>

#### 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.



### **13. RESTRICTED FUNDS CONTINUED**

#### **Transformation ULO Fund:**

This fund is to support and continually develop a user-led organisation within the Nottinghamshire county (with exception to the city). With our help, users will be able 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 over their own lives. This will enable them to have better chances in life by improving their quality of life and helping them to develop greater self esteem. Ultimately, this will lead to further improvements in their lives by enabling them to become more independent and feel less socially isolated.

#### **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.

#### **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.



**Comic relief grant:**

The grant enabled Disability Nottinghamshire to provide an appeals service in the Ashfield District area. The advice and support offered to disabled people, through helping them understand their rights and supporting them through the appeals process, enabled them to make positive changes to their lives. Many felt that their voice was heard. The financial worth to individuals who were supported through the appeals process was £92,980. This figure included people with both physical and mental disabilities, who were dealing with issues such as rejected applications for welfare benefits and required support and advice to challenge the decisions. Our outcomes showed that many of the original decisions made were successfully overturned without the clients having to attend a Tribunal Hearing. Supporting them to achieve the correct benefits enabled clients to improve their quality of life, purchase aids and equipment and increase their financial worth.

**Disabled People's User-Led Organisation (ULO):**

The DPULO project will focus on the organisation's user led activities by developing a 2012/13 - 2015/16 (three year) business plan which is consulted on and co-produced by users, volunteers, disabled people, members and partner organisations in Nottinghamshire.

**Lloyds TSB:**

This project offers one-to-one advocacy support to disabled people many of whom have had applications for welfare benefits turned down. The service enables users to become more independent and contributes to their own health and well-being.

**Shaw Trust:**

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



## 14. UNRESTRICTED FUNDS

	At 1 April 2012 £	Incoming resources £	Outgoing resources £	At 31 March 2013 £
General Fund	12,237	61,736	(47,633)	26,340
Property Fund	12,231	-	-	12,231
Housekeeping Project	993	-	-	993
Mansfield and District Area Committee for the Welfare of Physically Disabled People	1,000	-	(1,000)	-
Mary Potter Hospital Trust	800	-	(800)	-
Future Jobs	34	-	(34)	-
	<u>27,295</u>	<u>61,736</u>	<u>(49,467)</u>	<u>39,564</u>

### 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 is monies set aside for the repairs and maintenance toward the up-keep and running of the building

#### Housekeeping Project:

This is unrestricted funds raised to invest in possible social enterprise

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

This is a fund that supports training and volunteering expenses



**Mary Potter Hospital Trust:**

This is a fund that supports volunteer training and expenses.

**Future Jobs:**

This is a fund that supported a 12 week/25 hours a week work placement at Disability Nottinghamshire

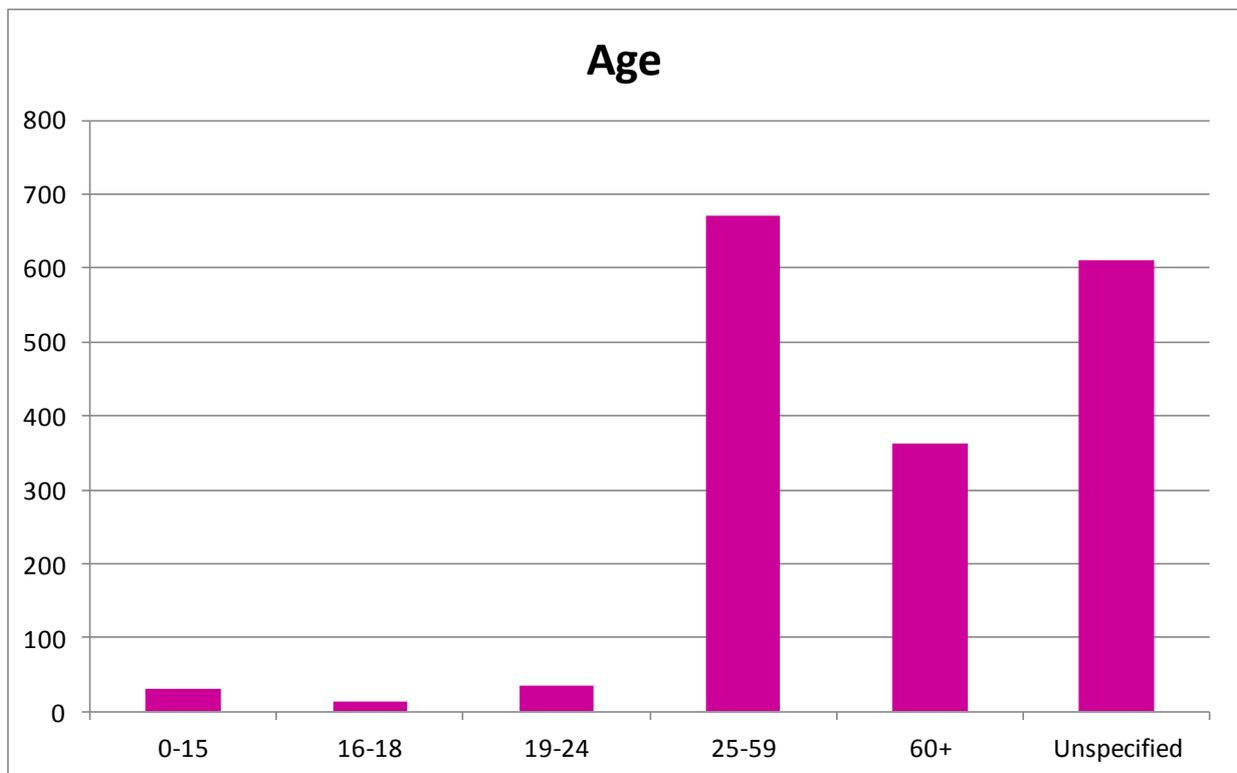
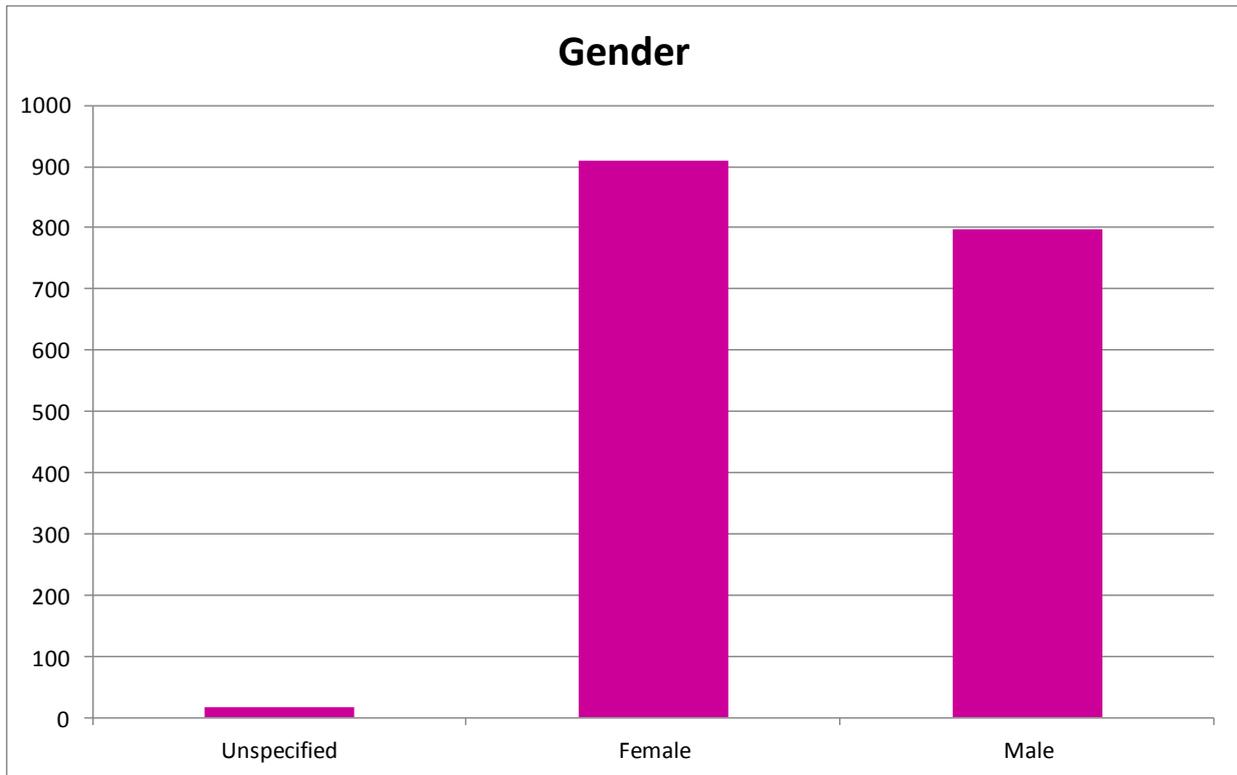
## **15. COMPANY LIMITED BY GUARANTEE**

Disability Nottinghamshire is a company limited by guarantee and accordingly does not have a share capital.

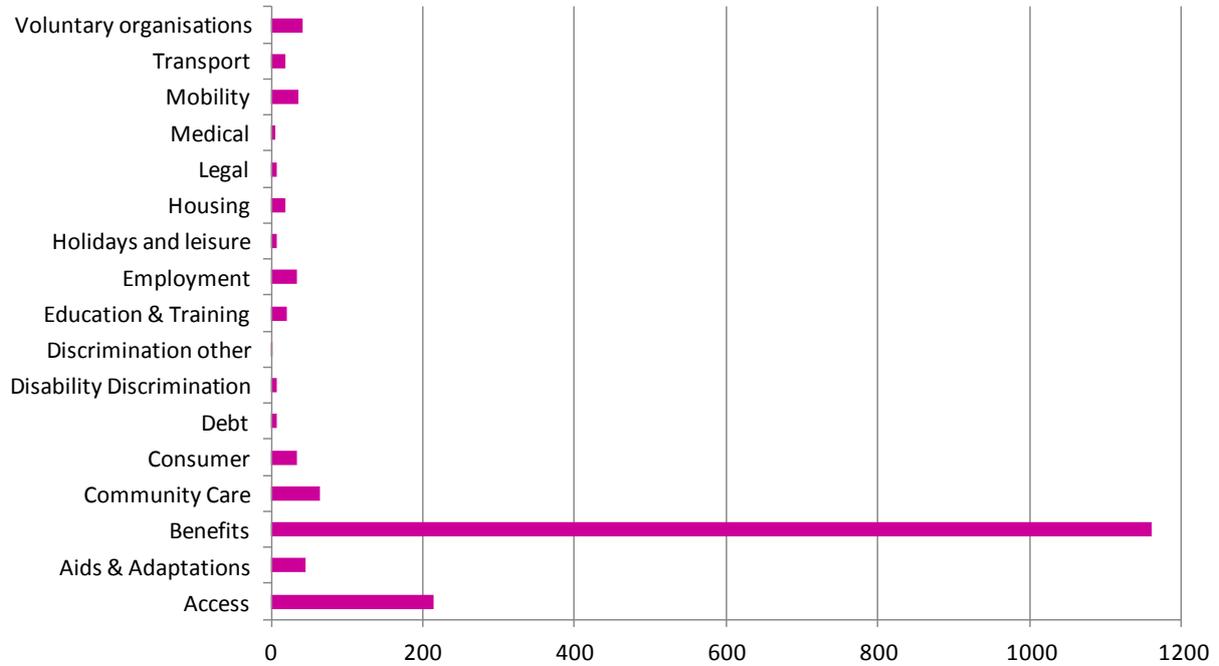
Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.



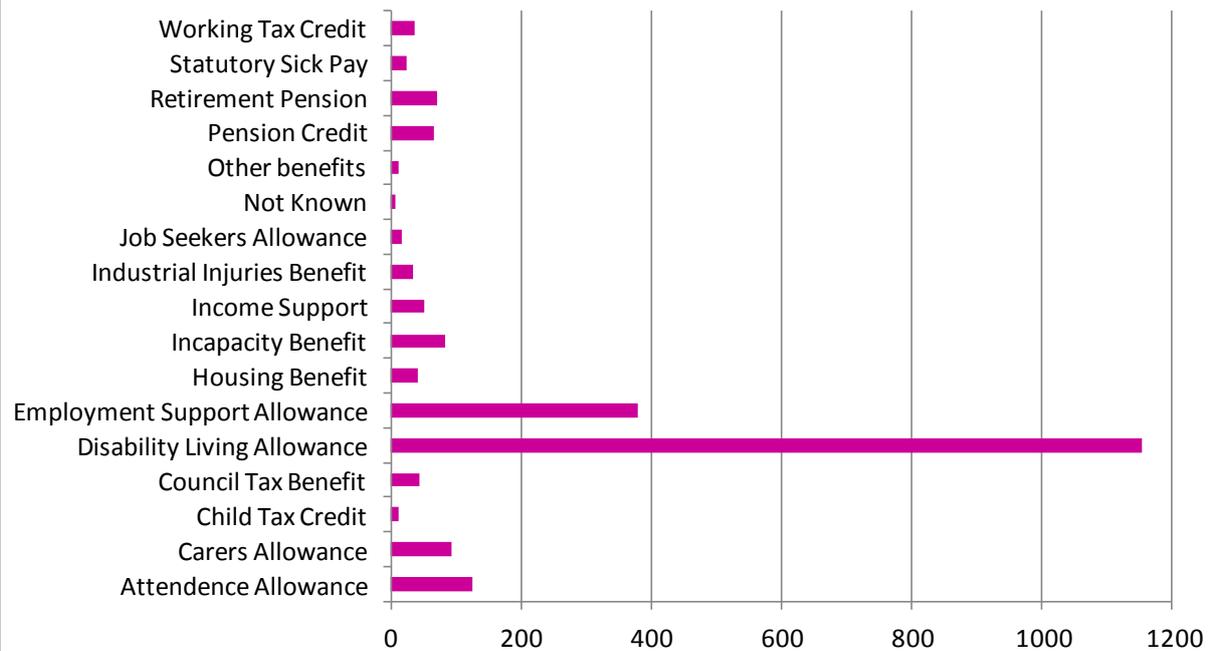
## Statistics: April 2012 - March 2013



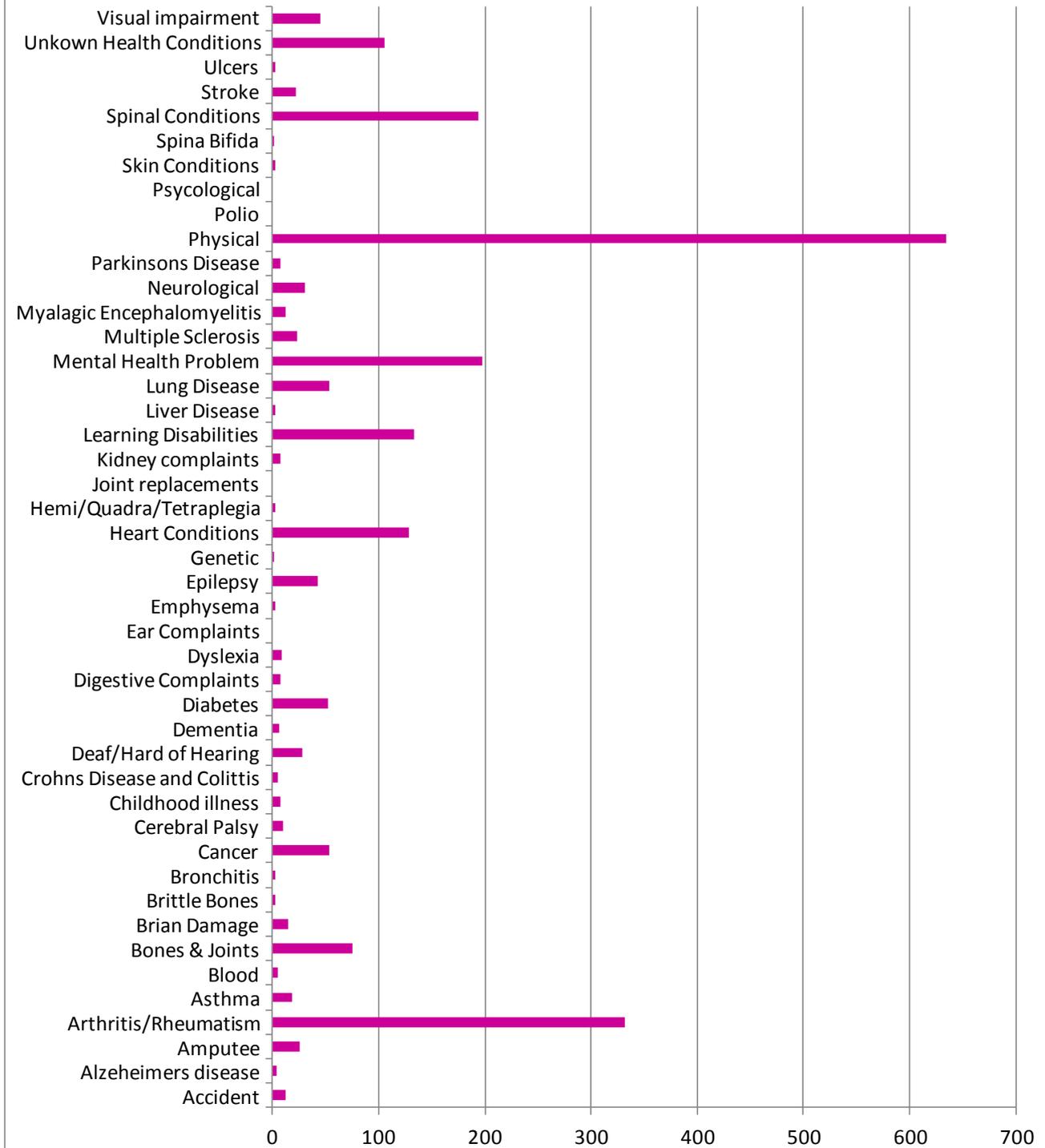
## Reason for contacting Disability Nottinghamshire



## Benefit Enquiries



## Health Conditions



# Just a small token of our appreciation to all the funders past, present and future!



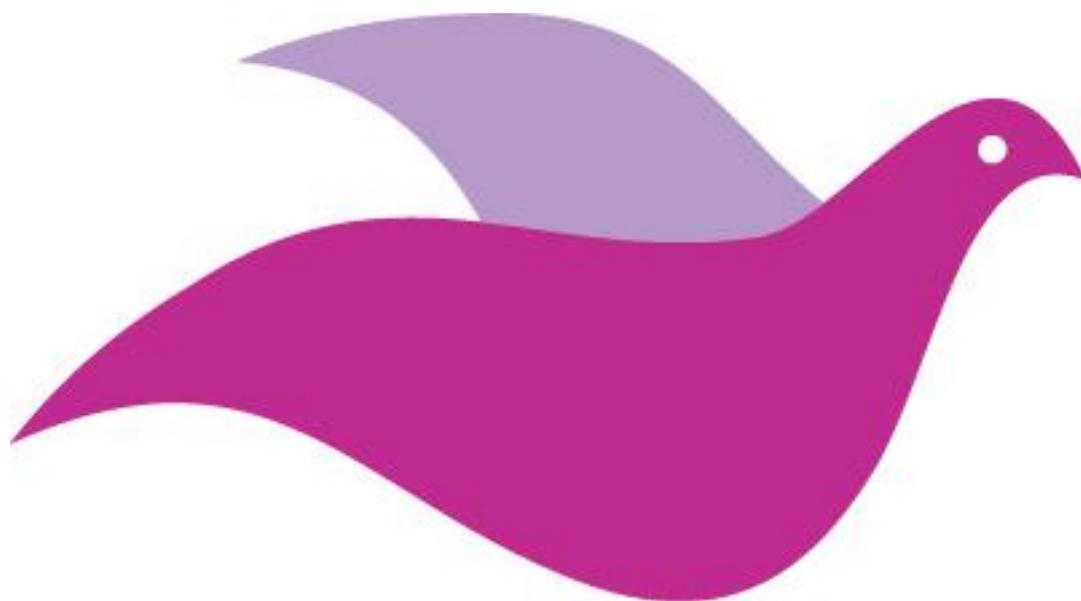
**Nottinghamshire  
County Council**

Supported by



Lloyds TSB | Foundation for England and Wales





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

**Advice Line:** 01623 625 891

**Admin/Office:** 01623 658 060

**Email:** [advice@disabilitynottinghamshire.org.uk](mailto:advice@disabilitynottinghamshire.org.uk)

