

DISABILITY INFORMATION SERVICE HUNTINGDONSHIRE

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2017

REGISTERED CHARITY NUMBER 1061702

DISABILITY INFORMATION SERVICE HUNTINGDONSHIRE
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FOR THE YEAR ENDED 31ST MARCH 2017

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DISABILITY INFORMATION SERVICE HUNTINGDONSHIRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2017

The trustees present their report for the year ended 31st March 2017.

Disability Information Service Huntingdonshire is registered with the Charities Commission, No. 1061702 and is constituted by Deed of Trust.

OBJECTIVES AND ACTIVITIES

Objectives and aims

Our charity's aims are to:

- relieves people with disabilities and disadvantaged people living in Huntingdonshire and the neighbourhood thereof so that they may lead active and fulfilling lives integrated into society.
- eliminate discrimination on the grounds of race, gender, disability, sexual orientation or religion.

Ensuring our work delivers our aims

We review our aims, objectives and activities within our regular management committee meetings.

We look at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. We regularly phone or send questionnaires to clients to request feedback on our services. We inform funders of our progress.

The focus of our work

Our main objectives for the year continue to be the provision of information, advice and advocacy to people of all ages with any disability in the Huntingdonshire district, and in neighbouring South Cambridgeshire.

- We carry out welfare benefits assessments, and make applications. This service is in great demand, particularly for Personal Independence Payments (PIP) (adults), Disability Living Allowance (DLA) (children) and Attendance Allowance (AA) (elderly).
- We make applications for Blue Badges, deal with consumer and housing issues, and provide representation when dealing with a range of agencies and authorities. Our clients often have multiple needs.
- At our disability friendly Papworth Offices we provide face to face interviews and a telephone helpline. Most importantly, though, for our many housebound clients, we make home visits. We Appeal against refused applications at Benefits Tribunals. Very few organisations locally offer these particular services.
- Welfare benefits applications are complex and time consuming. It can take up to 4 hours to complete a DLA or PIP form, not including time to obtain medical, educational and social reports from professionals. This is often an impossible task for elderly people, those with learning difficulties and mental health problems, those who have sensory impairment, the frail, and the poorly educated. We establish relationships and trust with our clients.
- We liaise closely with local partner charities and agencies. We get referrals from them, and we signpost clients to them for more specialised help. Some of these are: Huntingdon and District MS Society, Hunts Blind, local NHS Mental Health and Physical Disabilities teams, Rural CAB, Hunts Money Advice, and a great deal more.

DISABILITY INFORMATION SERVICE HUNTINGDONSHIRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2017

OBJECTIVES AND ACTIVITIES

Public benefit

How our activities deliver public benefit

- Filling an advice gap: There is currently a lack of sufficient local welfare advice available to local people with disabilities and carers of disabled people, who are more adversely affected than any other group by current welfare changes, and who need higher levels of guidance and support to complete lengthy and complicated application forms.
- Improving quality of life: In our experience, and demonstrated by research, receiving appropriate advice, maximising income, and access to resources not only improves the daily living experiences of people with disabilities, but also has a beneficial effect on mental and physical health, employability, and general well being, thus helping to reduce pressure on other stretched local NHS services.
- Reducing demands on local services: we help people in local areas identified as pockets of deprivation, eg Huntingdon North and St Neots, to avoid becoming reliant on charities and local authorities for crisis help and discretionary funding.
- Resourcing families: The needs of a disabled child are more expensive. Improved income allows parents to not only meet these needs, but gives them more opportunities for independence, and the prospect of taking up employment and training. It reduces stress, and improves family life.
- Addressing digital exclusion; taking services to clients: The Department of Work and Pensions, and local Councils increasingly provide almost exclusively online access to services. We can help digitally excluded disabled people, to make online applications, and give the disabled housebound access to information and advice through home visits.
- Tribunal Appeals: We provide informed support to Appeal at Tribunals against refused benefits applications for those who have no legal knowledge, and can't afford legal representation.

Who used and benefited from our services?

- We have a well established reputation with local people with disabilities, local authorities, agencies and partners in the charity and voluntary sector in Huntingdonshire and South Cambridgeshire. We provide continuity of service, having clients who return over the years. Much work is gained by word of mouth.
- We continue to support children and families, and an increasing number of elderly people.
- We have continued to visit those people with disabilities who are housebound, and have provided a telephone helpline and e-mail advice. We have conducted office based interviews.
- We have successfully represented clients at an increased number of Appeals to Benefits Tribunals.
- We recruit and train volunteers. (We currently have four). The majority of our management committee trustees, staff and volunteers either have a disability, or have experience of caring for someone who has one, giving us unique insights into coping with disability and the benefits system.
- We have well established links with Health professionals and Children's Centres. They are able to signpost their clients to our services
- Through our links with partner agencies, we have been able to signpost people to those who have specialist expertise in areas other than ours.
- We provide value for money to our funders: over the last financial year (April 2016 to March 2017), the charity overall, with a part time staff of three, and two volunteers, dealt with 2,338 contacts with 508 clients. These were by telephone, office based interview, and home visits. In financial terms, on an annual expenditure of around £49,000 we obtained around £557,441 (annual equivalent) in welfare benefits for our clients.
- The government welfare reforms which involve a rolling programme of reassessing the needs of PIP clients, and the rollout of Universal Credit has progressively increased the need for our service.
- A number of Local organisations which offered similar services have ceased recently to carry out Adult Disabilities Welfare work. We are now one of the few local providers

FINANCIAL REVIEW

Financial review

Annual Budgets are set which form the basis of our expenditure pattern and an account of actual income and expenditure is reported to the management board at each bi-monthly meeting. We adhere to agreed financial procedures which follow Charity Commission guidelines.

DISABILITY INFORMATION SERVICE HUNTINGDONSHIRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2017

Reserves policy

The Management Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure.

Funding

The organisation regularly investigates new funding sources. Pressure on Local Authority funds and the low return from the money markets has made the situation for local charities difficult, and short term funding makes future planning hard.

We have received funding over the past financial year from the following public bodies and charitable organisations:

- Huntingdonshire District Council
- Cambridgeshire County Council (Trading Standards)
- Huntingdon Town Council
- St Ives Town Council
- St Neots Town Council
- South Cambridgeshire District Council
- Huntingdon Freeman's Trust
- Huntingdon and District MS Society
- Cambridgeshire Community Foundation
- Barbara Ward Foundation

We have had a number of cash donations from friends and clients and fund raising activities. We have also had support in kind from the Varrier Jones Foundation who have offered subsidised rent in their premises.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1061702

Registered office

Pendril Court
Papworth Everard
Cambs
CB23 3OY

Trustees

Mrs C Evans
R Buss
M Griffin
Mrs J Cull
D L Morgan
Mrs S M Ferrelly
D L Bowers - appointed 15.8.2016
D R Underwood - appointed 22.8.2016

Independent examiner

K F Green, trading as Tacconi Green & Co.

DISABILITY INFORMATION SERVICE HUNTINGDONSHIRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2017

STATEMENT OF TRUSTEES RESPONSIBILITIES

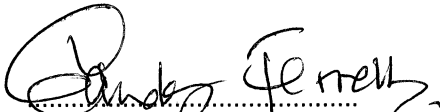
The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 16th January 2018 and signed on its behalf by:


Mrs S M Ferrély - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
DISABILITY INFORMATION SERVICE HUNTINGDONSHIRE**

I report on the accounts of the Trust for the year ended 31st March 2017, which are set out on pages 1 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

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

Independent examiner's statement

In connection with 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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

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

K F Green (FMAAT)
32a East Street
St. Ives
Cambs
PE27 5PD



Dated:

17/6/18

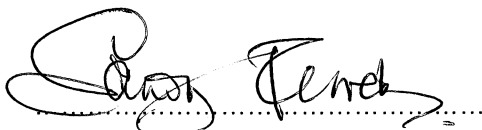
DISABILITY INFORMATION SERVICE HUNTINGDONSHIRE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2017

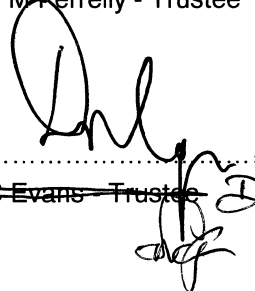
	Unrestricted fund £	Restricted funds £	Total £	2016 Total £
Donations & legacies				
Grants	30,212	17,000	47,212	41,036
Donations	2,629	-	2,629	4,817
	<u>32,841</u>	<u>17,000</u>	<u>49,841</u>	<u>45,853</u>
Investment income				
Rent received	483	-	483	-
Interest received	35	-	35	47
	<u>518</u>	<u>-</u>	<u>518</u>	<u>47</u>
Total incoming resources	<u>33,359</u>	<u>17,000</u>	<u>50,359</u>	<u>45,900</u>
Raising donations & legacies				
Staff salaries & NI costs	24,025	13,315	37,340	38,971
Support costs				
Rent, rates & service charge	4,349	1,000	5,349	5,588
Promotions & publications	66	-	66	213
Staff travel	11	-	11	354
Postage & stationery	681	868	1,549	1,612
Telephone	795	693	1,488	2,618
Insurance	528	500	1,028	-
Conference & training	-	424	424	308
AGM expenses	110	120	230	185
Volunteer expenses	216	40	256	134
Subscriptions	60	-	60	452
Repairs & computer costs	-	40	40	-
Accountancy	928	-	928	858
Professional fees	-	-	-	490
Miscellaneous expenses	33	-	33	78
Finance				
Bank charges	15	-	15	-
Total resources expended	<u>31,817</u>	<u>17,000</u>	<u>48,817</u>	<u>51,861</u>
Net Income/(Expenditure)	<u>1,542</u>	<u>-</u>	<u>1,542</u>	<u>-5,961</u>
Total funds brought forward	32,997	-	32,997	38,958
Total funds carried forward	<u>34,539</u>	<u>-</u>	<u>34,539</u>	<u>32,997</u>

DISABILITY INFORMATION SERVICE HUNTINGDONSHIRE
BALANCE SHEET
FOR THE YEAR ENDED 31ST MARCH 2017

		Unrestricted fund	Restricted funds	Total	2016
	Notes	£	£	£	£
Current assets					
Debtors		-	-	-	4,799
Current account		2,166	-	2,166	500
Deposit accounts		34,626	-	34,626	28,656
Cash in hand		10	-	10	24
		<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
		36,802	-	36,802	33,979
Current liabilities					
Creditors & accruals	4	2,263	-	2,263	982
		<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
		2,263	-	2,263	982
Net assets					
		<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
		34,539	-	34,539	32,997
 FUNDS					
	5				
Unrestricted funds					
				34,539	32,997
Restricted Funds					
				-	-
				<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
				34,539	32,997

These accounts were approved on behalf on the Managing Committee by


 Mrs S M Ferrelly - Trustee


 Mrs C Evans - Trustee **D. ZORZAN - HONORARY Treasurer & Trustee**

16th January 2018

DISABILITY INFORMATION SERVICE HUNTINGDONSHIRE
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2017

Note

1 ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Investments

Investments are included at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year. The artefacts in the museum are not brought into the accounts at cost or valuation because the trustees consider that they have no value other than as part of the collection.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

DISABILITY INFORMATION SERVICE HUNTINGDONSHIRE
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2017

Note

2 Trustees' Remuneration and Benefits

There we no trustees' remuneration or other benefits for the year ended 31st March 2017

Trustees' expenses

There we no trustees' expenses paid for the year ended 31st March 2017

3 Staff costs

The average number of employees during the year was as follow:

3

No employees received emoluments in excess of £60,000.

4 Creditors

	2017	2016
	£	£
Trade creditors	488	-
Social security and other taxes	1,208	432
Accrued expenses	567	550
	<u>2,263</u>	<u>982</u>

5 MOVEMENT IN FUNDS

	As at 1.4.16	Net movement in funds	As at 31.3.17
	£	£	£
Unrestricted funds	32,997	1,542	34,539
Restricted funds	-	-	-
TOTAL FUNDS	<u>32,997</u>	<u>1,542</u>	<u>34,539</u>

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

	Incoming resources	Resources expended	Gains & losses	Movement in funds
	£	£	£	£
Unrestricted funds	33,359	-31,817	-	1,542
Restricted funds				
Barbera Ward Foundation	5,000	-5,000	-	-
MS Society	4,000	-4,000	-	-
Cambridgeshire Community Foundation	5,000	-5,000	-	-
South Cambs DC	3,000	-3,000	-	-
	<u>17,000</u>	<u>-17,000</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS	<u>50,359</u>	<u>-48,817</u>	<u>-</u>	<u>1,542</u>