



## Annual Report and Accounts 2016 - 2017

Charity registration number: 1140925

Company registration number: 07436153



## Contents

Acknowledgements	1
Legal and Administrative Information	2
Management and People	3 - 4
Our Vision, Mission, Aims and Values	5
Foreword from the Chair of Trustees	6 - 8
Activities, Achievements and Performance	9 - 15
Plans for the Future	16 - 17
Structure, Governance and Management	18 - 20
Statement of trustees' responsibilities	21
Independent examiner's report	22 - 23
Financial Statements	24 - 43
Contact information	44

## Acknowledgements

A very special thank you to our grant funders, without whom we could not undertake our valuable work, supporting disabled people and their families in Cornwall and the Isles of Scilly:

*Cabinet Office*

*CAHSC (Cornwall Health and Social Care Learning Partnership)*

*Comic Relief*

*Cornwall Community Foundation*

*Cornwall Sports Partnership*

*Lloyds Foundation for England and Wales*

*Parent Carer Council for Cornwall*

*National Children's Bureau*

*The Henry Smith Charity*

*The Rank Foundation*

# disAbility Cornwall & Isles of Scilly

## Legal and administrative information

<b>Charity operating name</b>	disAbility Cornwall & Isles of Scilly
<b>Charity registered name</b>	Disability Cornwall and the Isles of Scilly
<b>Charity registration number</b>	1140925
<b>Company registration number</b>	07436153
<b>Governing instrument</b>	Constitution adopted 25 April 1997, amended 30 July 2003 and 6 June 2006. Memorandum and articles of association adopted 11 November 2010
<b>Principal address</b>	Units 1G/H Guildford Road Industrial Estate Guildford Road Hayle Cornwall TR27 4QZ <a href="http://www.disabilitycornwall.org.uk">www.disabilitycornwall.org.uk</a>
<b>Independent Examiner</b>	Mark Williams FCA DChA Robinson Reed Layton Peat House Newham Road Truro Cornwall TR1 2DP
<b>Bankers</b>	CAF Bank Limited 25 Kings Hill Avenue West Malling Kent ME19 4JQ
<b>Solicitors</b>	Michelmores LLP Woodwater House Pynes Hill Exeter EX2 5WR

# disAbility Cornwall & Isles of Scilly

## Management and People

### Trustees / Directors

Steve Paget MBE	Chair	
Chris Jordan	Vice Chair	
Francis Rowe	Treasurer	
Trevor Bailey		(From January 2017)
Sharon Kilty		(Until October 2016)
Shura Simons		(Until October 2016)
Christine Simpson		
Joe Stinton		
Pete Skea		

### Advisers

Steve Harry  
Nigel Walker

### Staff

#### Core Team

Sarah Braunton	Finance Assistant	(Until March 2017)
James Burrows	Web Administrator	
Jane Johnson	Chief Executive Officer	
Katie Pratt	Executive Assistant and Finance Officer	
Danielle Roberts	Business Services Lead	
Christina Sandow	Communications Administrator	
Maria Tierney	Development Manager	

#### Advice Services

Theresa Court	Advice Services Manager	
Debbie Iles	Senior Independent Living Adviser	
Pedyr Prior	Project Coordinator, Trek West	
Susan Russell	Independent Living Adviser	
Robert Pickering	Independent Living Adviser	(Until March 2016)
Jerry Toman	Triage Adviser (DIAL)	(From October 2016)

# disAbility Cornwall & Isles of Scilly

## Management and People (continued)

### Special Educational Needs and Disability Information Advice and Support Service (SENDIASS)

Cathy Galsworthy	SENDIASS Officer
Denise Lydall	SENDIASS Officer
Adele Nankervis	SENDIASS Supervisor

### Independent Support Service

Kay Henry	Team Lead	(until March 2017)
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### Care & Support Services

Lynne Drew	Personal Budgets Lead
Vaughan Temby	Support Planning Lead
Fiona Wallis	Personal Budgets Administrator

### Orthotics Service

Simon Devetta	Administrator	(Until April 2016)
Ros Ellis	Support Administrator	(Until April 2016)
Amanda Jack	Administrator	(Until April 2016)
Francine Maskell	Service Supervisor	(Until April 2016)
Issy Mitchell	Service Supervisor	(Until April 2016)

### Volunteers

Geoff Squibb	Photographer	
Murdoch and Trevithick Team	Carers News Distribution	(Until May 2016)
Tim Forristal	Carers News Distribution	(Until May 2016)
Flicka Forristal	Carers News Distribution	(Until May 2016)

# disAbility Cornwall & Isles of Scilly

## Our Vision, Mission, Aims and Values

### Vision

A fully inclusive society, with equality of opportunity for all.

### Mission

To **R**epresent, **I**nclude, **S**upport and **E**mpower people living with a long term health condition or disability, their carers and families.

### Strategic Aims

#### We:

**Represent** our stakeholders through ensuring 'voice' is central to decision-making processes, taking positive action, challenging inequality and advocating best practice.

**Include** our stakeholders in opportunities to shape a more inclusive society through sharing their needs and aspirations.

**Support** our stakeholders with the information, services and practical support necessary to meet their needs, achieve potential and enjoy quality of life.

**Empower** our stakeholders through promoting a rights-based approach towards achieving independence, choice and control.

### Values

Our values represent what is important to us as an independent, user-led organisation. They guide our actions and behaviours as we work together towards our vision of 'A fully inclusive society, with equality of opportunity for all':

- Our passion for equality – inspiring each other and demonstrating fairness, commitment and accountability
- Respect for self and others – being open minded, reliable and approachable, acting with integrity in everything we do
- Being supportive – having an inclusive, positive and empathic approach to supporting others and ourselves.

# disAbility Cornwall & Isles of Scilly

## Foreword from the Chair of Trustees

It gives me great pleasure to introduce our annual report for this past year, providing us with an opportunity to reflect on our achievements, take stock of the current social and economic climate and make plans for the year ahead.

We have continued to diversify our offer, moving into new territories as we seek to ensure both the sustainability of our organisation and that our stakeholders are appropriately supported during these very challenging times for disabled people and their families. Therefore the adoption of a new way to capture and communicate our organisation's work has been timely. Our RISE model (Represent, Include, Support, Empower), which was adopted in consultation with staff and trustees and which has now been embedded within our organisation as our *modus operandi*, will also serve as an important guide for us as we continue to grow and develop, ensuring we never stray from our core mission: To Represent, Include, Support and Empower people living with a long term health condition or disability, their Carers and families in Cornwall and the Isles of Scilly.

It therefore seems appropriate to write this introduction using RISE to capture our achievements of this past year.

**Represent:** This year saw us continuing to write to our MP's and Government Ministers to outline issues of importance to our members. These included welfare benefit reform, mobility allowance for over 65's and physical access to premises, disappointing given that it is now 21 years since the Disability Discrimination Act became law. We had a one-to-one meeting with Baroness Brinton, President of the UK Liberal Democrats and who uses a wheelchair, during the local elections, which provided an opportunity for us to raise awareness of local issues affecting disabled people. At both a local and national level, we have focused considerable efforts on changes to policy and practice and even, in some cases, legislation itself, where this has presented continuing issues relating to fair access to services for our members and stakeholders. Much of this work is ongoing and we look forward to updating you further in the future. We also supported the development of a new set of Equality Objectives, working with Cornwall Council and a number of other equality organisations, with the aim of creating real and positive change over the coming three years. As always, we maintained excellent frontline support services, which in some cases meant providing representative support for individuals and families.

**Include:** As a user-led organisation, we put full inclusion at the heart of everything we do. To that end, we are proud of our achievements in working with others and creating opportunities for community involvement, partnership working and overcoming the barriers to full inclusion. This year, in partnership with Cornwall Fire Rescue Community Safety Service and the Parent Carer Council for Cornwall, we celebrated the International Day for Disabled People via a Family Fund Day at their county Headquarters in Pool, Redruth. In addition, we held an 'equipment amnesty,' encouraging people to return their unused mobility aids at six community fire stations around the county. We liaised with both the NHS and our local authority to return their equipment where appropriate, and the remainder, which was considerable, was donated to ResponsABLE Assistance, a not for profit organisation based in Wales, who will arrange for it all to be shipped to disabled people's organisations in Kenya where we know it's very much appreciated.

# disAbility Cornwall & Isles of Scilly

## Foreword from the Chair of Trustees (continued)

We also held a charity film gala fundraiser, with Jenny Agutter as our guest of honour and the premier of the film Golden Brown, directed by Sharon Sheehan. Many organisations kindly gifted items for raffle on the evening, which enabled us to cover the cost of the event and to further raise awareness of our charity and its work. This year, we have also continued to deliver 'Have a Go Days' for children and young people with an additional need or disability to engage with multi-sport activities in partnership with Shilton Soccer. We facilitated a number of consultations too, including with Newquay Airport to identify best practice provision for passengers with a range of impairments and of all ages. Our Trek West project brought participants together to share their experiences and build friendships and support networks, through informal meets for coffee and even a trip to Hall for Cornwall where participants were treated to free Community Club membership.

**Support:** Our incredible Staff team continued to directly support our stakeholders via our holistic range of frontline services, with DIAL alone receiving a 30% increment in calls for support. The SENDIASS service also played a key role in supporting many children and young people and their families, to secure suitable provision for their needs across Education, Health and Social Care. Our Personal Budget Support Service continues to go from strength to strength, supporting people to manage their health and social care budgets, freeing them from the stress of being a responsible employer of personal assistants.

**Empower:** It was with pride that we saw our resident photographer earning an Associateship from the Royal Photographic Society. His disability project, which raised awareness and showcased not only his own skills and abilities, but those of the people featured in his work, received a special commendation. The exhibition was then located in the Royal Cornwall Hospital for over six months, attracting positive attention and raised real awareness of the challenges and attributes of disabled people. This year also saw a complete overhaul of our website, with an increased focus on providing user-friendly information, tools and resources online, empowering people with the knowledge they need to self-help and support others in turn. We also launched a brand new training service, 5 Degrees West, which is very much focused around building skills and capability among the health and social care workforce. This service, already accredited by OCN London and delivered in partnership with Seahorse Associates, will not only enhance the skills of staff and employers, but will also mean greater sustainability for our organisation through anticipated increases in self-generated, independent income.

We were very proud this year to sponsor the Excellence in Leadership Award at the inaugural Cornwall Adult Health and Social Care awards event at the Eden Project. It was a special evening and we hope very much to continue with our involvement.

We recognise that other charities are experiencing tough times and as the competition becomes even fiercer for available grants and contracts, there is a very real danger to organisation's sustainability if sufficient reserves are not available. We have always been proactive about working in partnership with others, because not only does this help our sustainability as a whole, it often leads to better services for stakeholders as we share knowledge, expertise and resources.

# disAbility Cornwall & Isles of Scilly

## Foreword from the Chair of Trustees (continued)

This year we were very sad to learn of the passing of June Hackett. June was formerly a trustee of our organisation and was very involved in raising awareness and making a positive contribution to the lives of disabled people in Cornwall.

May I take this opportunity to extend my heartfelt gratitude to all those people who have supported disAbility Cornwall & Isles of Scilly during the past year: our members, volunteers, funders, partners, staff and trustees – you are all part of a team ethic, which will undoubtedly continue to RISE in the year ahead.

Thank you all.

A handwritten signature in black ink, appearing to read 'S Paget', with a stylized flourish at the end.

Steve Paget MBE  
Chair

# disAbility Cornwall & Isles of Scilly

## Activities Achievements and Performance

Service	Number of people supported	Annual activity
<p><b>Membership</b></p> <p>We have two tiers of membership: one for individuals and one for associate members who have an interest in supporting disabled people, their families and carers. Our Trustees are elected from our membership.</p>	<p><b>379 Individuals</b></p> <p><b>49 Associate organisations</b></p>	<p>We have many ways in which we engage with our members, through focus group activity and consultations, invitations to attend our AGM and events, and extensively with members who follow us via social networks.</p>
<p><b>Online Services</b></p> <p>We manage the following websites:</p> <p>disabilitycornwall.org.uk cornwallsendiass.org.uk findmeapa.co.uk</p> <p>In addition we are active on Facebook and Twitter. Social networking is a key communication tool for us to share information, good practice, articles of interest and to gain feedback from our client group. Though we remain acutely aware that only around half of our members are online.</p>	<p><b>67,907 hits on our websites</b></p> <p><b>1,624 Facebook Likes</b></p> <p><b>2,403 Twitter Followers</b></p>	<p>Our two dedicated online staff members have continued to develop and maintain our websites, in addition to posting and tweeting items of relevance and interest on a daily basis, including legislation, welfare reform and rights based issues, petitions and campaigns.</p> <p>We profiled other organisations' services and events, as well as tweeting and posting people's stories and experiences, along with articles of interest. We received comments and questions and responded accordingly.</p>
<p><b>DIAL</b></p> <p>Our Disability Information and Advice Line provides holistic assessments of need and supports clients with every aspect of independent living, via telephone, email, face-to-face at outreaches and via community talks.</p>	<p><b>1,392 people contacted the service with disability related enquiries</b></p>	<p>We delivered advice, information and support regarding: access concerns, carers services and referrals, employment, equipment, grants and funding, independent living, health, holidays and leisure, housing, legislation, local and national groups, personal budgets, social care, transport and welfare entitlements.</p>

## disAbility Cornwall & Isles of Scilly

	<p><b>3,901 actions were carried out with clients</b></p> <p><b>£343,680 raised in additional welfare entitlements and grants</b></p> <p><b>152 people were helped at outreaches</b></p>	<p>Our part-time Independent Living Advisers, funded by Comic Relief under the Healthier Finances theme, have continued to deliver community talks and outreaches in Hayle, Liskeard, St Austell and Newquay.</p> <p>We have successfully held the prestigious Advice Quality Standard continually for 16 years. This assures our clients that we provide a professional service with robust policies and procedures to ensure the quality of advice and guidance, which we deliver.</p>
<p><b>Third Party Reporting Centre</b></p> <p>As a member of the Safer Cornwall Partnership, people can report incidences of hate crime to us. We can, in turn, offer support to the victims as appropriate.</p>	<p><b>4 people reported cases of discrimination</b></p>	<p>We were here to listen to and support the victims of abuse and hate crime. We recorded the incidents reported to us and informed the police of the individual experiences, to save individuals the time and possible distress of contacting the police direct.</p>
<p><b>Trek West</b></p> <p>A three year project funded by Lloyds Bank Foundation, which commenced in March 2015 and supports people who have long-term conditions and are experiencing multiple disadvantage.</p>	<p><b>41 beneficiaries supported</b></p> <p><b>536 actions completed</b></p>	<p>Our dedicated Project Coordinator has supported clients by helping them to access individual and group training opportunities, reduce stress, improve employability and increase their social and economic wellbeing.</p>
<p><b>Healthwatch</b></p> <p>Until May 2016 we were one of five 'expert partners' helping to deliver Healthwatch Cornwall. Our role was to ensure people report their experiences of health and</p>	<p><b>9 individual health and social care topics and issues reported</b></p>	<p>In addition to submitting our findings through monthly and quarterly reporting to Healthwatch Cornwall, we attended local events and provided regular online updates and appeals, all to raise awareness of Healthwatch</p>

## disAbility Cornwall & Isles of Scilly

<p>social care, both negative and positive, with the ultimate aim being to shape and improve service provision.</p>		<p>and to ensure our clients know of its purpose.</p>
<p><b>SENDIASS (Special Educational Needs &amp; Disability Information Advice Support Service)</b></p> <p>We provide information, support and training for parents and carers of children with special educational needs, to enable them to make informed choices about their children's education.</p> <p>SENDIASS is also the gateway into and triage support for the Independent Support Service.</p>	<p><b>490 parents supported</b></p> <p><b>2,080 separate actions taken</b></p>	<p>We supported parent carers with advice and advocacy at meetings and through correspondence.</p> <p>We attended support groups for parent carers and children at venues across the county organised by the Local Authority, National Autistic Society and by Scope's Oasis Groups.</p> <p>On the Isles of Scilly we continue to offer support to parents, children and young people via email and telephone, as well as in person as needed. We have also hosted an 'Information Coffee' morning each term with one-to-one support for parents.</p>
<p><b>Independent Support</b></p> <p>The Independent Support programme was established in September 2014. It is funded by the Department of Education and is administered by the Council for Disabled Children.</p> <p>The programme is designed to support the implementation of the Children and Families Act 2014, which extends rights to parents, young people and children, including the key change from a Statement to an Education, Health and Care Plan (EHCP). An EHCP should bring all required support into one person-centred and user-</p>	<p><b>103 children and young people supported</b></p> <p><b>380 contacts with clients</b></p>	<p>Our Independent Support Practitioner promoted the service throughout the county, talking to parents, children and young people at schools, colleges, children's centres and other venues, providing information about what the Independent Support Service can offer.</p> <p>The service also received requests for advice and guidance from schools' Special Educational Needs Co-ordinators (SENCOs), who were extremely grateful for the support available to help them through the new process.</p>

## disAbility Cornwall & Isles of Scilly

<p>friendly plan, regardless of whether the support is social, health or education related.</p>		
<p><b>Carers Services</b></p> <p>Until June 2016, we were one of three organisations comprising the Cornwall Carers Service. Our role was to:</p> <ul style="list-style-type: none"> <li>➤ Produce the Carers News publication three times a year</li> <li>➤ Provide Continuing Support to people whose caring role has changed</li> <li>➤ Monitor and evaluate the entire service.</li> </ul>	<p><b>7,840 copies were mailed direct to the homes of individual carers</b></p> <p><b>We supported 132 carers, 123 parent carers and identified 7 hidden carers</b></p>	<p>A total of 9,000 copies of Carers News were produced, printed and distributed countywide this year. Of these, 7,840 were posted directly to the homes of individual carers countywide who are registered with the Cornwall Carers Service. The remaining 1,160 were delivered to other voluntary sector organisations and to services such as the Royal Cornwall Hospital, and to the team of Carer Support Workers, who then distribute them in their local areas across the county.</p> <p>We listened and advised carers referred for Continuing Support and provided support as appropriate.</p> <p>We also regularly share information regarding the Carers Service activities through our social media outlets.</p>
<p><b>Managing Care and Support Service (formerly Personal Budget Support Services)</b></p> <p>Personal Budgets provide individuals with greater choice and control over how their support is delivered, who by and when.</p>	<p><b>207 payroll clients</b></p> <p><b>221 managed account clients</b></p>	<p>This is a monthly service to assist our clients, who are regarded as small employers, with all aspects of payroll.</p> <p>We receive and manage funds from Cornwall Council on the client's behalf, maintaining all records and making all payments.</p>

## disAbility Cornwall & Isles of Scilly

<p>Our website for employers to find Personal Assistants is <a href="http://www.findmeapa.co.uk">www.findmeapa.co.uk</a></p> <p>We help people to shape and broker their Personal Health Budget Support Plans.</p>	<p><b>153 employers and 239 PAs registered on the Find Me a PA website</b></p> <p><b>2 Support Planning and Brokerage clients</b></p>	<p>Employers are able to find and contact PAs who are registered and available for work. They also benefit from receiving a 'Good Employer Toolkit', which we developed in-house.</p> <p>We supported clients to develop a Support Plan that sets out what support they need and when they need it. We helped clients to cost the services they need and put them into place. A further eight individuals received a total of 39 hours of information, advice and support regarding Personal Health Budgets.</p>
<p><b>Business Services</b></p> <p>Our primary services are access audit advice, consultation and training. All of these help to improve access to community services and the outdoor environment.</p>	<p><b>4 access audits completed</b></p> <p><b>3 Focus Groups undertaken</b></p> <p><b>3 training sessions delivered</b></p>	<p>We provided our 'Walk, Wheel &amp; Talk' service, which involves a physical on-site visit and verbal account of the barriers encountered, to Lands' End, Truro Samaritans, Leach Pottery and Tolvaddon Fire Service HQ.</p> <p>Service providers presented their plans and / or proposed service changes to one of our pan-disability focus groups to obtain qualitative feedback, which was collated into a comprehensive report for the service provider to action and refer to. Our clients this year were Cornwall Airport Newquay, where we carried out two consultations for and the Leach Pottery.</p> <p>We delivered two sessions of Disability Equality Training to staff working on St Michael's Mount and another to the Leach Pottery.</p>

## disAbility Cornwall & Isles of Scilly

<p><b>5 Degrees West</b></p> <p>This is our new OCN London accredited training service, delivered in collaboration with Seahorse Training &amp; Development Consultants.</p>	<p><b>6 training sessions delivered to 3 different organisations</b></p> <p><b>1 Training session delivered in a client's home</b></p> <p><b>1 PA Training Programme delivered to 5 PAs</b></p>	<p>We delivered PRM (Passengers with Reduced Mobility), Autism Awareness and Dementia Awareness training to staff at Cornwall Airport Newquay; Safeguarding training to staff and clients with Learning Disabilities at Coastline Housing; and First Aid training to staff at EPC Wheelchairs.</p> <p>We delivered Moving and Handling training to the PAs of one of our Managing Care and Support clients, who received funding for this via Skills For Care.</p> <p>We received funding from CASHC to develop and deliver a training programme to upskill Personal Assistants. The pilot programme, entitled 'Skills and Knowledge Development for PAs', started at the end of March 2017.</p>
<p><b>The Cornwall Orthotics Service</b></p> <p>Until April 2017, we delivered the 'back office' appointment service on behalf of the NHS Kernow.</p>	<p><b>Clinics were held at various venues throughout Cornwall</b></p>	<p>On 30 April 2017 this service was relocated to: The Old Chapel Greenbottom Truro TR4 8QP Tel: 01872 487300</p>
<p><b>Have a Go Days</b></p> <p>Ball sports sessions delivered in partnership with Shilton Soccer to children aged 6-18 with additional needs or disabilities, their siblings and friends.</p>	<p><b>62 children attended at least one session</b></p>	<p>We delivered six sessions during the summer holidays, part-funded by Cornwall Sports Partnership and one session in February half term, funded by the Cornwall Community Foundation.</p>

# disAbility Cornwall & Isles of Scilly

## Representation

As a representative organisation of disabled people, we are often called upon when people experience problems and issues, which come to us through our Disability Information and Advice Line (DIAL) service. However, sometimes the issues reported to us need to be referred by the Advisers for further investigation or exploratory work and subsequently become 'representation' or 'social policy' issues which, by their very nature, can take a considerable amount of time and effort to resolve. Although we strive to achieve a satisfactory outcome, sometimes they do not illicit the result we, or those we represent, would ideally want to see. An example of our social policy work this year included representing the interests and concerns of people with limiting health conditions and a disability, in regard to access for disabled people. Often we have examples reported to us where access to licensed and newly refurbished premises is not as good as it should be. We have undertaken a great deal of investigation, written to MP's and the Minister of State for Disabled People. In addition, we are in talks with Cornwall Council to help them proactively work towards improving access county-wide.

# disAbility Cornwall & Isles of Scilly

## Plans for the Future

We are very excited about the plans for this coming year as our charity will be celebrating its 21<sup>st</sup> Anniversary when we reach 2018.

This is a real milestone for our organisation, born from very humble beginnings in a 'broom cupboard' at St Michael's Hospital in Hayle, to where we are today, with a variety of projects, services and initiatives which we will endeavour to sustain and develop as always to enable us reach and support more people.

This year we aim to implement an honorary structure to help support and raise awareness of our work through patronage, in readiness for our anniversary celebrations including events and activities.

The development of a new business plan is a priority for us now, setting out relevant plans and objectives for the next three years. This will ensure we are clear in our focus, keeping us on track to achieve our mission and lending itself to the longer term sustainability of our organisation as we continue to develop and capitalise on available opportunities.

A big focus this year will be given to our new training service, 5 Degrees West, approved by OCN London; specifically around marketing and the unique focus it has on upskilling the health and social care workforce. We intend for it to help create a more inclusive society for disabled people through training for organisations, both in general disability awareness and equality, and condition specific training, for example dementia and autism awareness. Given the securing of a Skills for Care grant this year, we will be rolling out a free training programme designed to upskill both employers and PAs on health or social care personal budgets.

We are continuing to drive a very important part of our service provision, 'managing care and support', broadening our offer to include a new focus on the provision of support planning for a wider market, including self-funders who do not qualify for health and social care funding, a new PA finder website and training for individual employers and their PAs.

Our Have a Go Days in partnership with Shilton Soccer, for children and young people with additional needs or a disability, which are delivered during summer holidays, will form part of an enhanced portfolio of grassroots activities, including an increased presence at community events, both working independently and with partners.

With a 30% increment in demand for our frontline support service DIAL, we will be seeking to meet this need through increasing capacity to deliver in more localised communities. Securing funding to maintain our frontline is always a challenge, but remains a need, and therefore a key priority for us.

Due to the current social and economic climate, combined with stresses on our health and social care systems, more people with mental ill health have been presenting in increased numbers and in real distress and we will therefore be focussing on increasing support available from our organisation for this specific client group.

# disAbility Cornwall & Isles of Scilly

## Plans for the Future (continued)

Having just been awarded a grant from the Government Office for Disability Issues to support individuals, we are now planning the launch of our Journey to Employment Programme which will see us support 110 people over a one year period through information, advice, training and peer support, right through to job search and supporting people to settle into work or voluntary or other placements where appropriate. Our team will be based at Redruth Job Centre and activities and training will be delivered at Krowji, Cornwall's largest creative hub.

Children and young people have benefited from an enhanced offer of services and support from our organisation as a result of both the statutory SENDIASS contract and our Independent Support Service, funded by the Department for Education to support the transition to Education, Health & Social Care Plans as a result of the Children and Families Act 2014. However, this additional investment is due to cease at the end of this coming financial year and we will therefore be looking to create a sound business case to enable us to sustain sufficient capacity to meet the existing and growing demand for support across this broadened criteria.

# disAbility Cornwall & Isles of Scilly

## Structure, governance and management

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2017.

The financial statements comply with the Charities Act 2011, the Memorandum and Articles of Association, and 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), including “Amendments to 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”. Update bulletin 1 (effective 1 January 2016) has been adopted in the preparation of the financial statements.

## Governing document

disAbility Cornwall & Isles of Scilly is a company Limited by Guarantee governed by its Memorandum and Articles of Association adopted on 11 November 2010. It is a registered charity with the Charity Commission.

## Recruitment and induction of trustees

The directors of the company are also charity trustees for the purposes of charity law. Members of the charity may put themselves forward as trustees. Their appointment is confirmed by members at the charity annual general meeting. New trustees are inducted into the workings of the charity and given training when required.

All trustees give their time voluntarily and receive no benefits from the charity except for use of facilities made available to those who are disabled. This is in respect of their disability and not by virtue of their trusteeship of the charity.

The organisation seeks trustees who can provide advice and guidance based on experience on all aspects of disAbility Cornwall & Isles of Scilly’s work, utilising their specific skills, knowledge and expertise in making sound decisions. They must have the following attributes:

- a working knowledge of disabled people’s organisations and of issues facing disabled people in Cornwall
- an acceptance and understanding of the duties, responsibilities and liabilities of trusteeship
- the willingness to devote the necessary time and effort to the duties of a trustee
- integrity mixed with good independent judgement plus the desire to be an effective team member
- the ability to think creatively and strategically and a willingness to speak their mind.

# disAbility Cornwall & Isles of Scilly

## Recruitment and induction of trustees (continued)

The charity aims to provide a full induction programme for each new trustee to absorb them quickly and effectively into their role within the organisation and make them feel informed, valued and welcome.

They will be given:

- access to all relevant information pertaining to their role as trustees
- access to the intranet where all organisational documentation is located
- a full briefing on the work of the charity, our mission, aims, working systems, policies and procedures
- the opportunity to meet all the disAbility Cornwall & Isles of Scilly staff to find out more about the work of the charity.

## Organisation

The trustees are legally responsible for the overall management and control of the charity.

The trustees delegate to the Chief Executive, responsibility for the day to day management of the charity and administrative control of the charitable funds.

The policy and general affairs of the organisation are directed by the full Board of Trustees who may exercise all powers of the charitable company as set out in the Memorandum and Articles of Association.

Prior to each meeting the Board are presented with a briefing from the Chief Executive and financial reports from the Finance Officer including quarterly management accounts, and projections. Project / service staff attend each meeting and provide a presentation/update on their area of work to the Board, which allows Trustees the opportunity to meet and consult with key staff on a regular basis.

## Public benefit

The charity complies with the public benefit requirement through its charitable objectives.

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 and in planning future activities. In particular the trustees consider how planned activities will contribute to the aims and objectives they have set.

## Equality and diversity

disAbility Cornwall & Isles of Scilly is committed to being an equal opportunities employer. We aim to ensure that no job applicant, volunteer, employee or trustee receives less favourable treatment on the grounds of sex, age, disability, marital status, sexual orientation, religion, colour, nationality or ethnic or national origin, nor is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

# disAbility Cornwall & Isles of Scilly

## Risk review

The trustees have assessed the major risks to which the charitable company is exposed and are satisfied that systems are in place to minimise or mitigate these. The trustees will continue to review potential risks on a regular basis and will take action to minimise or mitigate these risks as required.

## Financial review

The results for the year show net income of £221 (2016: £4,984) as detailed in the statement of financial activities.

## Grant making policy

When funding is received which the charitable company is unable to use itself then it is passed to another suitable organisation to use for the purpose it was intended.

## Investment policy

The trustees have considered the most appropriate policy for investing funds and find that the current arrangements with the land at North Country, and the short term bank deposits meet the requirement to generate a return on capital whilst maintaining access to funds for operational purposes.

## Reserves policy

In order that the charitable company can meet its objectives for disabled people in Cornwall, the trustees have considered its resources and commitments. The charitable company is reliant on a combination of grant funding and contracts, and the trustees consider that unrestricted reserves to cover approximately 3 – 6 months of the expected core running costs should be maintained. £106,000 of unrestricted funds have been designated for this purpose. A separate designated fund is held representing the value of funds held in capital assets.

# disAbility Cornwall & Isles of Scilly

## Statement of Trustees' responsibilities

The trustees (who are also directors of disAbility Cornwall & Isles of Scilly, for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK 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 operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Statement of disclosure to independent examiner

In so far as the trustees are aware, there is no relevant information of which the charitable company's independent examiner is unaware. Additionally the trustees have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant information and to establish that the charitable company's independent examiner is aware of that information.

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

By order of the trustees

Units 1G and 1H  
Guildford Road Industrial Estate  
HAYLE  
Cornwall  
TR27 4QZ



**S Paget**  
Trustee

4 October 2017

# disAbility Cornwall & Isles of Scilly

## Independent examiner's report to the trustees of disAbility Cornwall & Isles of Scilly

I report on the financial statements of the charitable company for the year ended 31 March 2017, which are set out on pages 24 to 43.

### Respective responsibilities of trustees and examiner

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

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a member of the Institute of Chartered Accountants in England and Wales.

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

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 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 Commissioners. An examination includes a review of the accounting records kept by the charitable 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, 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.

# disAbility Cornwall & Isles of Scilly

## Independent examiner's report to the trustees of Disability Cornwall & Isles of Scilly (continued)

have 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.



**M Williams FCA DChA**  
**Robinson Reed Layton**  
*Chartered Accountant*

Peat House  
Newham Road  
TRURO  
TR1 2DP

9 October 2017

## disAbility Cornwall & Isles of Scilly

Statement of financial activities (incorporating income and expenditure account)  
For the year ended 31 March 2017

	Notes	Restricted funds £	Unrestricted funds £	Total 2017 £	Total 2016 £
<b>Income from:</b>					
Donations and legacies	4	-	1,564	<b>1,564</b>	14,779
Charitable activities	5	377,093	-	<b>377,093</b>	434,967
Primary purpose trading activities	6	-	141,437	<b>141,437</b>	122,410
Other trading activities	7	-	9,165	<b>9,165</b>	4,394
Investment income	8	-	310	<b>310</b>	503
Total income		377,093	152,476	<b>529,569</b>	577,053
<b>Expenditure on:</b>					
Cost of raising funds	9	-	-	-	19
Charitable activities	10	390,352	138,996	<b>529,348</b>	572,050
Total expenditure		390,352	138,996	<b>529,348</b>	572,069
<b>Net (expenditure)/income for the year</b>	12	(13,259)	13,480	<b>221</b>	4,984
Total funds brought forward		58,535	220,396	<b>278,931</b>	273,947
<b>Total funds carried forward</b>		45,276	233,876	<b>279,152</b>	278,931

The statement of financial activities includes all gains or losses recognised in the year.

All income and expenditure are derived from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act.

# disAbility Cornwall & Isles of Scilly

## Balance sheet

As at 31 March 2017

	Notes	£	2017 £	£	2016 £
<b>Fixed assets</b>					
Tangible assets	16		<b>28,199</b>		32,423
Investment properties	17		<b>30,000</b>		30,000
			<hr/>		<hr/>
			<b>58,199</b>		62,423
<b>Current assets</b>					
Debtors	19	<b>65,969</b>		69,416	
Cash at bank and in hand		<b>166,911</b>		196,349	
		<hr/>		<hr/>	
		<b>232,880</b>		265,765	
<b>Creditors: amounts falling due within one year</b>					
	20	<b>(11,927)</b>		(49,257)	
		<hr/>		<hr/>	
<b>Net current assets</b>			<b>220,953</b>		216,508
			<hr/>		<hr/>
<b>Net assets</b>	22		<b>279,152</b>		278,931
			<hr/> <hr/>		<hr/> <hr/>
<b>Funds of the charity</b>					
Restricted funds	23		<b>45,276</b>		58,535
Unrestricted designated funds	24	<b>147,082</b>		141,200	
Unrestricted general funds	24	<b>86,794</b>		79,196	
		<hr/>		<hr/>	
			<b>233,876</b>		220,396
			<hr/>		<hr/>
<b>Total charity funds</b>			<b>279,152</b>		278,931
			<hr/> <hr/>		<hr/> <hr/>

# disAbility Cornwall & Isles of Scilly

Balance sheet (continued)

*As at 31 March 2017*

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006 for the year ended 31 March 2017. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The trustees' responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing 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 its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provision applicable to companies subject to the small companies' regime.

Signed on behalf of the trustees by:

A handwritten signature in black ink, appearing to read 'S Paget', with a small mark to the right.

**S Paget**

*Trustee*

Approved and authorised for issue by the trustees on: 4 October 2017

Company registration No. 07436153

# disAbility Cornwall & Isles of Scilly

## Notes

*(forming part of the financial statements)*

### 1 **General information**

The charity is incorporated as a company limited by guarantee and not having a share capital. In the event of a winding up, registered members are liable to contribute a sum not exceeding £1 per member towards the debts and liabilities of the charity and the costs and expenses of winding up. There were 428 members at 31 March 2017 (2016: 432).

### 2 **Summary of significant accounting policies**

#### 2.1 **Accounting policies**

##### **Charity information**

disAbility Cornwall & Isles of Scilly is a company incorporated in England and Wales. The registered office is Unit 1G/H, Guildford Road Industrial Estate, Hayle, Cornwall, TR27 4QZ.

#### 2.2 **Accounting convention**

These financial statements have been prepared in accordance with FRS 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (“FRS 102”), “Accounting and Reporting by Charities” the Statement of Recommended Practice for charities applying for FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

These financial statements for the year ended 31 March 2017 are the first financial statements of disAbility Cornwall & Isles of Scilly prepared in accordance with the Charities SORP (FRS 102). The financial statements for the year ended 31 March 2016 were prepared under SORP (FRSSE) 2015, these financial reporting standards have been withdrawn for accounting periods beginning on, or after, 1 January 2016. The financial position and financial performance of the transitional periods were not affected by the transition to FRS 102.

# disAbility Cornwall & Isles of Scilly

## Notes

*(forming part of the financial statements)*

## 2 Summary of significant accounting policies (continued)

### 2.3 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

### 2.4 Incoming resources

Voluntary income is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods, or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Legacies are recognised in the accounts in the period to which the charity becomes entitled to the income, unless it is incapable of financial measurement.

Income from trading activities is recognised as earned as the related goods and services are provided.

Investment income is recognised on a receivable basis.

Income from charitable activities includes income received under contract and grant funding. Any income subject to specific performance conditions is recognised as the related goods or services are provided. Income included in this category funding the support of performance activities is recognised when there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred when performance related grants are received in advance of the performances or events to which they relate.

No amount is included in the financial statements for volunteer time.

# disAbility Cornwall & Isles of Scilly

## Notes

*(forming part of the financial statements)*

### 2 **Summary of significant accounting policies (continued)**

#### 2.5 ***Resources expended***

Expenditure is included on an accruals basis. The irrecoverable element of VAT is included with the item of expense to which it relates. Expenditure is recognised when a liability is incurred.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

Governance costs represent the costs of management committee expenses, independent examination fees and professional fees.

#### 2.6 ***Funds structure***

The charity has a number of restricted income funds to account for situations where a donor requires that a donation must be spent on a particular purpose or where funds have been raised for a specific purpose.

Unrestricted funds are available to the trustees without specific conditions. The use of these funds is entirely at the discretion of the trustees.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

#### 2.7 **Fixed assets and depreciation**

Depreciation is provided on fixed assets to write off the cost less the estimated residual value of the assets by equal instalments over their estimated useful economic lives as follows:

Leasehold improvements	Over the period of the lease
Motor vehicles	20% per annum
Computer equipment	33.33% per annum

#### 2.8 **Investment properties**

Investment properties for which a fair value can be measured reliably without undue cost or effort are measured at fair value at each reporting date with changes in fair value recognised in net gains/(losses) on investments in the SOFA.

# disAbility Cornwall & Isles of Scilly

## Notes

*(forming part of the financial statements)*

## **2 Summary of significant accounting policies (continued)**

### **2.9 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

### **2.10 Cash and cash equivalent**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### **2.11 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

### **2.12 Basic financial assets**

Basic financial assets, which include debts and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financial transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# disAbility Cornwall & Isles of Scilly

## Notes

*(forming part of the financial statements)*

## 2 Summary of significant accounting policies (continued)

### 2.13 Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### ***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### 2.14 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 2.15 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# disAbility Cornwall & Isles of Scilly

## Notes

*(forming part of the financial statements)*

### **2 Summary of significant accounting policies (continued)**

#### **2.15 Employee benefits (continued)**

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

#### **2.16 Pension costs**

The charity operates a multi-employer defined benefit pension scheme. The charity is unable to identify its share of any scheme asset or liability and therefore the pension scheme is accounted for as a defined contribution scheme.

#### **2.17 Transfers**

Transfers are made when appropriate from a specific fund to recover costs incurred not charged directly to that fund.

#### **2.18 Operating leases**

Rental charges are charged in the statement of financial activities on a straight line basis over the life of the lease.

#### **2.19 Cash flow statement**

Under Charities SORP (FRS 102) the Charity is classed as a Small Charity and is not required to prepare a cash flow statement.

### **3 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# disAbility Cornwall & Isles of Scilly

## Notes

(forming part of the financial statements)

### 4 Donations and legacies

	<b>2017</b>	2016
	£	£
Donations and legacies	<b>1,564</b>	754
Donation of a minibus	-	14,000
Membership fees	-	25
	<hr/>	<hr/>
	<b>1,564</b>	14,779
	<hr/> <hr/>	<hr/> <hr/>

### 5 Income from charitable activities

	Restricted funds	Unrestricted funds	<b>Total 2017</b>	Total 2016
	£	£	£	£
Carers contract	5,566	-	<b>5,566</b>	22,262
Carers publications	7,665	-	<b>7,665</b>	25,772
Orthotics contract	9,915	-	<b>9,915</b>	110,078
Independent support contract	62,952	-	<b>62,952</b>	60,858
PPS – SENDIASS	55,417	-	<b>55,417</b>	55,784
SENDIASS transition	41,667	-	<b>41,667</b>	41,667
<i>Grants:</i>				
Healthwatch	3,125	-	<b>3,125</b>	7,500
Rank Foundation	23,000	-	<b>23,000</b>	25,000
Rank Internship	7,155	-	<b>7,155</b>	10,733
Henry Smith Charity	29,700	-	<b>29,700</b>	-
Cabinet Office LSF	69,800	-	<b>69,800</b>	-
CAHSC	6,000	-	<b>6,000</b>	-
Cornwall Sports Partnership	2,141	-	<b>2,141</b>	-
Comic Relief	28,763	-	<b>28,763</b>	59,761
Duchy Health Charity	-	-	-	10,102
Lloyds Bank Foundation for E&W	23,800	-	<b>23,800</b>	-
West Cornwall Youth Trust	-	-	-	1,700
Peter Harrison Foundation	-	-	-	3,500
Cornwall Community Foundation	427	-	<b>427</b>	-
Other less than £1,000 each	-	-	-	250
	<hr/>	<hr/>	<hr/>	<hr/>
	<b>377,093</b>	-	<b>377,093</b>	434,967
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

# disAbility Cornwall & Isles of Scilly

## Notes

(forming part of the financial statements)

### 6 Income from primary purpose trading activities

	Restricted funds £	Unrestricted funds £	<b>Total 2017 £</b>	Total 2016 £
Consultancy and access audit income	-	7,442	<b>7,442</b>	13,341
Ancillary services provided	-	133,995	<b>133,995</b>	109,069
	-	141,437	<b>141,437</b>	122,410

### 7 Income from other trading activities

	<b>2017 £</b>	2016 £
Fundraising	<b>60</b>	-
Advertising fees	<b>3,925</b>	920
Rental income	<b>1,755</b>	2,340
Events	<b>2,350</b>	-
Other income	<b>1,075</b>	1,134
	<b>9,165</b>	4,394

### 8 Investment income

	<b>2017 £</b>	2016 £
Bank interest receivable	<b>310</b>	503

### 9 Cost of raising funds

	<b>2017 £</b>	2016 £
Other costs	-	19

# disAbility Cornwall & Isles of Scilly

## Notes

(forming part of the financial statements)

### 10 Cost of charitable activities

	2017	2016
	£	£
Salaries and pension contributions	<b>385,724</b>	444,208
Staff travel	<b>9,081</b>	14,190
Staff training and recruitment	<b>718</b>	947
5 Degrees West – training fees	<b>3,925</b>	-
Consultancy and other direct costs	<b>8,948</b>	7,743
Consultation and access audit costs	<b>2,866</b>	4,250
Advertising and marketing	<b>8,678</b>	320
Rebranding	<b>2,605</b>	-
Business rates	<b>281</b>	292
Rent and office maintenance	<b>26,568</b>	19,435
Light, heat and water	<b>3,629</b>	3,992
Equipment and furnishings	<b>376</b>	2,092
IT maintenance	<b>6,374</b>	7,320
Insurance	<b>2,039</b>	2,728
Telephone	<b>8,320</b>	7,133
Postage, stationery and photocopier	<b>11,867</b>	29,954
Cleaning (including wages)	<b>1,971</b>	2,193
Professional fees	<b>23,394</b>	6,244
Minibus expenses	<b>1,671</b>	1,051
Subscriptions	<b>1,841</b>	852
Volunteers expenses	<b>816</b>	1,004
Bank charges	<b>30</b>	77
Sundries and waste disposal	<b>3,693</b>	3,330
Depreciation	<b>10,047</b>	8,106
Governance (note 11)	<b>3,846</b>	4,589
Bad debt provision	<b>40</b>	-
	<hr/>	<hr/>
	<b>529,348</b>	<b>572,050</b>
	<hr/> <hr/>	<hr/> <hr/>

# disAbility Cornwall & Isles of Scilly

## Notes

(forming part of the financial statements)

### 11 Governance costs

	Restricted funds £	Unrestricted funds £	<b>Total 2017 £</b>	Total 2016 £
Independent examiner's fee	-	2,580	<b>2,580</b>	2,340
Professional fees	-	240	<b>240</b>	41
Management committee expenses	-	1,026	<b>1,026</b>	2,208
	<hr/>	<hr/>	<hr/>	<hr/>
	-	3,846	<b>3,846</b>	4,589
	<hr/>	<hr/>	<hr/>	<hr/>

### 12 Net income for the year is stated after charging:

	<b>2017 £</b>	2016 £
Independent examiner's fee	<b>2,580</b>	2,340
Depreciation	<b>10,047</b>	8,106
	<hr/>	<hr/>

### 13 Staff costs and numbers

	<b>2017 £</b>	2016 £
<i>Staff costs were as follows:</i>		
Salaries	<b>356,703</b>	414,555
Social security costs	<b>27,475</b>	27,364
Pension contributions	<b>1,546</b>	2,828
	<hr/>	<hr/>
	<b>385,724</b>	444,747
	<hr/>	<hr/>

No employee received remuneration of £60,000 or more.

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

	<b>2017 No</b>	2016 No
Charitable activities	<b>14</b>	19
	<hr/>	<hr/>

# disAbility Cornwall & Isles of Scilly

## Notes

(forming part of the financial statements)

### 14 Pension contributions

#### *NHS defined benefit pension scheme*

The charity contributes on behalf of its employees to the National Health Service pension scheme.

The NHS Pension Scheme is an unfunded, defined benefit scheme that covers NHS employers, General Practices and other bodies, allowed under the direction of the Secretary of State, in England and Wales. As a consequence it is not possible for the charity to identify its share of the underlying assets or liabilities of the scheme.

The Scheme is subject to a full valuation every five years. The results of the latest valuation at 31 March 2012 were published in 2014. The valuation recommended that the current employer contribution rate to be 14.3% from 1 April 2015.

The pension cost charge for the period amounted to £475 (2016: £2,828).

Contributions amounting to £Nil (2016: £Nil) were payable to the Fund at 31 March 2017.

#### *Defined benefit schemes*

	<b>2017</b>	2016
	<b>£</b>	£
Charge to profit or loss in respect of defined contribution schemes	<b>1,072</b>	-

The company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the company in an independently administered fund.

Contributions amounting to £Nil (2016: £Nil) were payable to the scheme at 31 March 2017.

### 15 Related party transactions

No remuneration was paid to the trustees in 2017 or 2016. Attendance fees and reimbursement of travel costs were paid to 1 (2016: 5) trustees totalling £20 for participation in disability events and not for their trusteeship duties (2016: £189). Expenses of £108 were claimed and reimbursed to 3 (2016: 2) trustees (2016: £44).

# disAbility Cornwall & Isles of Scilly

## Notes

(forming part of the financial statements)

### 16 Tangible fixed assets

	Leasehold improvements £	Computer equipment £	Motor vehicles £	Total £
<b>Cost</b>				
At 1 April 2016	53,058	-	14,000	67,058
Additions	-	5,823	-	5,823
	-----	-----	-----	-----
At 31 March 2017	53,058	5,823	14,000	72,881
<b>Depreciation</b>				
At 1 April 2016	31,835	-	2,800	34,635
Charge for the Year	5,306	1,941	2,800	10,047
	-----	-----	-----	-----
At 31 March 2017	37,141	1,941	5,600	44,682
<b>Carrying amount</b>				
<b>At 31 March 2017</b>	<b>15,917</b>	<b>3,882</b>	<b>8,400</b>	<b>28,199</b>
	=====	=====	=====	=====
At 31 March 2016	21,223	-	11,200	32,423
	=====	=====	=====	=====

### 17 Investment properties

	£
<b>At 1 April 2016 and 31 March 2017</b>	<b>30,000</b>
	=====

The investment properties have been valued by the trustees on 31 March 2017 on the basis of estimated fair value for existing use.

### 18 Financial instruments

	2017 £	2016 £
<b>Carrying amount of financial assets</b>		
Equity instruments measured at cost less impairment	<b>64,433</b>	68,822
	=====	=====
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	<b>11,927</b>	49,257
	=====	=====

# disAbility Cornwall & Isles of Scilly

## Notes

(forming part of the financial statements)

### 19 Debtors

	2017 £	2016 £
Other debtors	64,433	68,822
Prepayments	1,536	594
	<u>65,969</u>	<u>69,416</u>

### 20 Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	2,380	1,512
Deferred income (note 21)	4,098	45,525
Accruals	5,449	2,220
	<u>11,927</u>	<u>49,257</u>

### 21 Deferred income

	2017 £	2016 £
<i>Funding received in advance</i>		
Balance at 1 April 2016	45,525	32,631
Amount released to income	(45,525)	(32,631)
Amount deferred in the year	4,098	45,525
	<u>4,098</u>	<u>45,525</u>
Balance at 31 March 2017	<u>4,098</u>	<u>45,525</u>

### 22 Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	Total £
Tangible fixed assets	17,117	41,082	58,199
Net current assets	28,159	192,794	220,953
	<u>45,276</u>	<u>233,876</u>	<u>279,152</u>

# disAbility Cornwall & Isles of Scilly

## Notes

(forming part of the financial statements)

### 23 Restricted funds

	At 1 April 2016 £	Income £	Expenditure £	Transfer £	At 31 March 2017 £
SENDIASS	-	55,417	(55,126)	-	291
SENDIASS Transition	-	41,667	(41,667)	-	-
Carers Services	-	13,231	(13,231)	-	-
Healthwatch	-	3,125	(3,125)	-	-
Rank Foundation	12,500	23,000	(24,250)	-	11,250
Lloyds Bank					
Foundation for E&W	-	23,800	(21,817)	-	1,983
Comic Relief	19,709	28,763	(48,405)	-	67
Cabinet Office LSF	-	69,800	(67,453)	(800)	1,547
Independent Support	-	62,952	(62,952)	-	-
Rank internship	5,048	7,155	(12,203)	-	-
Orthotics	-	9,915	(9,915)	-	-
CAHSC	-	6,000	(6,000)	-	-
Cornwall Sports					
Partnership	-	2,141	(2,141)	-	-
Henry Smith Charity	-	29,700	(15,722)	(1,000)	12,978
Cornwall Community					
Foundation	-	427	(427)	-	-
Other smaller funds	55	-	(12)	-	43
Development project (fixed assets)	21,223	-	(5,306)	-	15,917
Computer equipment (fixed assets):	-	-	-	-	-
- Cabinet office LSF	-	-	(267)	800	533
- Henry Smith Charity	-	-	(333)	1,000	667
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	58,535	377,093	(390,352)	-	45,276
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

# disAbility Cornwall & Isles of Scilly

## Notes

(forming part of the financial statements)

### 23 Restricted funds (continued)

#### Purposes of restricted funds

SENDIASS (Cornwall Council)	For delivering information, advice and support for any child or young person aged 0-25 with a special educational need or disability, their parents and families.
SENDIASS Transition (National Children's Bureau)	To build capacity in SENDIASS to implement the new IAS responsibilities required by the Children and Families Act 2014.
Carers Services (Cornwall Council)	Part of a joint project to provide an enhanced carers service in Cornwall.
Healthwatch (Healthwatch Cornwall)	For the role of Expert Network Partner in support of Healthwatch Cornwall's activities.
Rank Foundation	For Core costs and specific activities
Lloyds Bank Foundation For E&W	For the 'Trek West' project to help 60 disabled and long term unemployed people to receive individual and group training over a longer term.
Comic Relief	For "The Power Pack – Making Change Work" project.
Cabinet Office LSF	To aid the review and transformation of operating models in order to secure a more sustainable way of working.
Independent Support (National Children's Bureau)	To provide a local Independent Support Service which provides advice and support directly to parents/carers and young people during the Education, Health and Care Plan assessment and planning process.
Rank Foundation (Internship Programme)	To fund an intern to work at the charity as part of the Time to Shine Internship Programme 2016.
Orthotics (NHS Kernow)	To deliver the orthotics appointments service delivered on behalf of NHS Kernow.
CAHSC (Cornwall Adult Health Care Learning Partnership)	To develop and pilot a Personal Assistant Training Programme.
Cornwall Sports Partnership	To deliver 'Have a Go Days', free sports sessions for children and young people with additional needs or disability, their siblings and friends.

# disAbility Cornwall & Isles of Scilly

## Notes

*(forming part of the financial statements)*

### 23 Restricted funds (continued)

#### Purposes of restricted funds (continued)

Henry Smith Charity	To provide a disability information and advice line (DIAL) service for disabled people in Cornwall and the Isles of Scilly.
Cornwall Community Foundation	To deliver 'Have a Go Days', free sports sessions for children and young people with additional needs or disability, their siblings and friends.
Other smaller funds	Various other smaller funds to support specific parts of the charity's objectives.
Development project	This fund represents the cost of the warehouse conversion and conference facilities less depreciation.

# disAbility Cornwall & Isles of Scilly

## Notes

(forming part of the financial statements)

### 24 Unrestricted funds

	At 1 April 2016 £	Income £	Expenditure £	Transfers £	At 31 March 2017 £
<i>Designated funds:</i>					
Running costs reserve	100,000	-	-	6,000	<b>106,000</b>
Fixed asset reserve	41,200	4,023	(4,141)	-	<b>41,082</b>
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	141,200	4,023	(4,141)	6,000	<b>147,082</b>
General funds	79,196	148,453	(134,855)	(6,000)	<b>86,794</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	220,396	152,476	(138,996)	-	<b>233,876</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The running costs reserve is to fund a period of 3 - 6 months core running costs should all funding cease to enable the charity to seek alternative funding.

The fixed asset reserve represents the value of funds held in fixed assets owned by the charity.

### 25 Financial commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable leases which fall due as follows:

	<b>Land and buildings 2017 £</b>	Land and buildings 2016 £	<b>Other 2017 £</b>	Other 2016 £
<i>Operating leases which expire:</i>				
In one year	<b>18,432</b>	18,000	-	676
Between two and five years	-	-	<b>5,457</b>	1,761
	<hr/>	<hr/>	<hr/>	<hr/>
	<b>18,432</b>	18,000	<b>5,457</b>	2,437
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