



## Annual Report and Accounts 2017 - 2018

Charity registration number: 1140925

Company registration number: 07436153



# disAbility Cornwall & Isles of Scilly

## Contents

<b>Acknowledgements</b>	<b>1</b>
<b>Legal and Administrative Information</b>	<b>2</b>
<b>Management and People</b>	<b>3 - 4</b>
<b>Our Vision, Mission, Aims and Values</b>	<b>5</b>
<b>Foreword from the Chair of Trustees</b>	<b>6 - 7</b>
<b>Activities, Achievements and Performance</b>	<b>8 - 14</b>
<b>Plans for the Future</b>	<b>15 - 16</b>
<b>Structure, Governance and Management</b>	<b>17 - 20</b>
<b>Statement of trustees' responsibilities</b>	<b>21</b>
<b>Independent examiner's report</b>	<b>22</b>
<b>Financial Statements</b>	<b>23 - 45</b>
<b>Contact information</b>	<b>46</b>

# disAbility Cornwall & Isles of Scilly

## Acknowledgements

A very special thank you to our grant funders, without whom we could not undertake our valuable work, supporting people with a long term health condition or disability, their carers and families in Cornwall and the Isles of Scilly:

**Cabinet Office LSF**

**CAHSC (Cornwall Adult Health & Social Care Learning Partnership)**

**Clare Milne Trust**

**Cornwall Community Foundation**

**Cornwall Council**

**Department of Work and Pensions**

**Lloyds Bank Foundation for England and Wales**

**National Lottery Awards for All**

**Parent Carers Cornwall**

**National Children's Bureau**

**Skills for Care**

**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 LLP 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	
Christine Simpson	
Joe Stinton	
Pete Skea	(Until January 2018)

### Advisers

Steve Harry  
Nigel Walker

### Staff

#### Core Team

James Burrows	Web Administrator
Dennis Leavy	Marketing and Events Administrator (From January 2018)
Jane Johnson	Chief Executive Officer
Katie Pratt	Executive Assistant and Finance Officer
Danielle Roberts	Business Services Lead (Maternity leave from May 2017)
Christina Sandow	Communications Administrator
Vaughan Temby	Support Planning Lead
Maria Tierney	Development Manager

#### Advice Services

Theresa Court	Advice Services Manager
Debbie Iles	Senior Independent Living Adviser (DIAL)
Pedyr Prior	Project Coordinator, Trek West
Jeremy Toman	Triage Adviser (DIAL)

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

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

# disAbility Cornwall & Isles of Scilly

## Management and People (continued)

### Independent Support Service

Susan Russell                      Independent Support Facilitator

### Care and Support Service

Lynne Drew                      Care and Support Lead

Fiona Wallis                      Care and Support Administrator

### Journey to Employment

Samantha Glover                      Community Employment Specialist (from May 2017)

Sharon Riley                      Community Employment Specialist (from October 2017)

### Volunteers

Geoff Squibb                      Photographer

Lynn Brittle                      SENDIASS

Ash Gale                      Care and Support Service (January to March 2018)

# disAbility Cornwall & Isles of Scilly

## Our Vision, Mission, Aims and Values

### Vision

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

### Mission

To **Represent**, **Include**, **Support** and **Empower** 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

Welcome to our latest annual report...and my last as the Chair of disAbility Cornwall and Isles of Scilly.

As we end two decades, I am very proud to be able to report on an organisation which is performing well against its mission to represent, include, support and empower our beneficiaries, in what continues to be challenging and uncertain times.

Our services continue to deliver excellent levels of assistance to those who access them and the trustees appreciate the unparalleled levels of dedicated time it takes in order to be able to deliver on the exceptional package of support we provide.

This year it seems fitting to reflect upon our values as an organisation and how society still fails to deliver. Being user-led, we have a vision of a fully inclusive society with equality of opportunity for all, yet those who come into contact with us portray a picture of society that is still quite hostile to people with impairments.

Over two decades of legislation designed to remove barriers, increase independence and improve equality perhaps hasn't achieved anything like what was envisaged. We have a benefits system that is in complete disarray with a seemingly neanderthal approach to sanctions - used to further punish those who were already living on or below the poverty threshold and, a political elite who seem to view food banks as part of the solution, all adding to a chaotic regime that doesn't promote inclusivity or equality of opportunity. disAbility Cornwall will continue to strike the very difficult balance between making effective representation on many of these issues, while at the same time, continuing to deliver the services and support we are committed to provide. As a local user-led organisation, we have, and will continue to push the boundaries to meet our vision and mission.

There are many services and activities featured in the report this year, but I would like to highlight new initiatives delivered:

Our training partnership, 5 Degrees West, was launched, in partnership with Seahorse Associates and accredited by OCN London. Our mission is to focus on up-skilling the health and social care workforce, particularly supporting individual employers with training their Personal (care) Assistants. We designed and developed the first Personal Assistant training programme in County, and delivered it alongside impairment specific training, assisting employers to draw down funding from Skills for Care to pay for quality training. In addition, we delivered training to several businesses, not least Cornwall Airport Newquay to enable them to meet the needs of all their customers and comply with regulatory requirements.

We delivered a one year programme, 'Journey to Employment', funded by the Government Office for Disability Issues. Based in Redruth Job Centre and community locations, we supported clients with information, advice & support to enable them to address and overcome any barriers to employment. For those that required it, we supported them to move towards training, volunteering or sustainable employment opportunities.

# disAbility Cornwall & Isles of Scilly

## Foreword from the Chair of Trustees (continued)

We were delighted to support the Clinical Commissioning Group to roll out Personal Health Budgets for people on Continuing Healthcare in County, using our learning from Personal Budgets for Social Care and the support services we have in place to make this system manageable for our client group.

As we wrap this financial year, we have now entered our 21st anniversary year of providing services, support and representation to people of all ages with a limiting health condition or a disability and we got off to a splendid start.

We were winners of the Cornwall Adult Health and Social Care (CAHSC Learning Partnership) Award for 'Outstanding Contribution to Care & Support'. A real boost for us to begin 2018!

Equally, we are delighted to be nominated the Cornwall Airport Newquay, Charity of the Year this year.

And finally...

As Chair of the Board of Trustees, I would like to extend a huge 'thank you' to all those who have supported disAbility Cornwall during the past year, indeed throughout my chairmanship. Without the continued backing we enjoy, especially from our members, we would be unable to understand or attempt to address the issues disabled people and carers are facing in our county.

A huge thank you to our grant funders, without their valued support we would be unable to continue.

I wish to thank and congratulate our Chief Executive, Jane Johnson, and all the Staff, Volunteers and Trustees for their support over the years. Without their support and assistance, it would have been a much bumpier ride!

A handwritten signature in black ink, appearing to read 'S. Paget'.

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>366 Individuals</b></p> <p><b>40 Associate organisations</b></p>	<p>We engage with our members via a 'weekly roundup' email newsletter and via social networks. Members are invited to attend events including our AGM, and are invited to participate in focus groups and consultations.</p>
<p><b>Online Services</b></p> <p>We manage the following websites:</p> <p>disabilitycornwall.org.uk cornwallsendiass.org.uk www.cornishpixels.co.uk www.5degreeswest.org.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>59,556 hits on our websites</b></p> <p><b>1,849 Facebook Likes</b></p> <p><b>2,528 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>1,056 people contacted the service with disability related enquiries</b></p>	<p>We delivered advice, information and support regarding: Health and wellbeing; Independent living &amp; equipment; Social &amp; leisure opportunities; Training, volunteering &amp; employment; Rights &amp; discrimination; Housing &amp; home environment; Money &amp; welfare entitlements.</p>

## disAbility Cornwall & Isles of Scilly

	<p><b>2,492 actions were carried out with clients</b></p> <p><b>£90,650 raised in additional welfare entitlements and grants</b></p> <p><b>20 people were helped at outreaches</b></p>	<p>We have successfully held the prestigious Advice Quality Standard continually for 17 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>33 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 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>61 beneficiaries supported</b></p> <p><b>674 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>

## disAbility Cornwall & Isles of Scilly

<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>469 parents supported</b></p> <p><b>1,543 separate actions taken</b></p>	<p>We supported parent carers with information, advice and support via telephone, email, at home and at outreach.</p> <p>We attended events for parent carers, children and young people, professionals at venues across the county organised by the Local Authority and voluntary sector organisations.</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 two Information Coffee Mornings and a training session with outreach one-to-one support for parents.</p>
<p><b>Independent Support</b></p> <p>This programme was established in September 2014 and 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-friendly plan, regardless of whether the support is social, health or education related.</p>	<p><b>129 children and young people supported</b></p> <p><b>672 separate actions taken</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> <p>Requests for support steadily increased throughout the year, for children and young people whose special education needs are not being met and who require bespoke educational packages.</p>

# disAbility Cornwall & Isles of Scilly

<p><b>Journey to Employment</b></p> <p>A one year programme funded by the Department of Work and Pensions which commenced in May 2018.</p> <p>The programme delivered local employment support for people with a health condition or disability who want to start their journey into or back into employment.</p>	<p><b>61 people supported</b></p>	<p>Clients were referred from Redruth Job Centre Plus to our Community Employment Specialists (CESs), who were based at the Job Centre.</p> <p>Our CESs completed a holistic assessment with the client and held weekly Employment Hubs, where participants could receive advice and support to move into training, voluntary work or paid employment. Clients also received an Information, Advice and Guidance session.</p> <p>A programme of training was available to all clients, with sessions including Employability, Self-Development, Good Mental Health, and Employment and Volunteering.</p>
<p><b>Care and Support Service</b></p> <p>Our Payroll and Managed Account services provide individuals with greater choice and control over how their support is delivered, who by and when.</p> <p>We help people to shape and Broker their Personal Health Budget Support Plans</p>	<p><b>241 Payroll clients</b></p> <p><b>276 Managed Account clients</b></p> <p><b>9 Support Planning and Brokerage 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> <p>We supported clients to develop a Support Plan that sets out what support they need and how they need it. We helped clients to cost the services they need and put them into place.</p>
<p><b>Business Services</b></p> <p>Our primary services are access audit advice and focus groups. These help to improve</p>	<p><b>3 access audits</b></p>	<p>We provided our Walk, Wheel and Talk service to the National Trust, Polmanter Touring Park and</p>

## disAbility Cornwall & Isles of Scilly

<p>access to community services and the outdoor environment.</p>	<p><b>completed</b></p> <p><b>2 focus groups undertaken</b></p>	<p>Perranzabuloe Parish Council.</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 report for the service provider to action. Our clients this year were Midas Construction Ltd and Cornwall Council.</p>
<p><b>5 Degrees West</b></p> <p>This is our OCN London accredited training service, delivered in collaboration with Seahorse Training and Development Consultants.</p>	<p><b>9 training sessions delivered to 4 different organisations</b></p> <p><b>151 PAs attended at least one free training session</b></p> <p><b>We supported 10 individual employers to access funding to train their PAs</b></p>	<p>We delivered Awareness of Hearing &amp; Sight Loss, and Anxiety training to staff at Cornwall Airport Newquay; Safeguarding training to staff and clients with Learning Disabilities at Coastline Housing; Disability Awareness training to customer-facing staff at Polmanter Touring Park; Safeguarding training to the staff at disAbility Cornwall; and the Certificate of Education and Training to some staff at disAbility Cornwall.EPC Wheelchairs.</p> <p>We received User Led Organisation funding from Skills for Care to deliver free training to individual employers and their PAs. Training sessions included End of Life Care, Huntingdon's Disease Awareness, Creating Moments of Joy for People with Alzheimer's Disease, and Support for People Living with MS.</p> <p>Individual who employ their own care and support staff can access Individual Employer funding via Skills to Care to train their PAs. We helped people apply for funding, and delivered bespoke training to suit their needs. Training sessions included Skills &amp; Knowledge Development for PAs working with a Visually Impaired Person, and Being a Great Employer.</p>

## disAbility Cornwall & Isles of Scilly

<p><b>Have a Go Days</b></p> <p>Ball sports sessions for children aged 6-18 with additional needs or disabilities, their siblings and friends, part-funded by Cornwall Sports Partnership (six summer sessions) and the Cornwall Community Foundation (one February half-term session).</p>	<p><b>78 children attended at least one session</b></p>	<p>We delivered nine 'Have a Go at Ball Sports' sessions in partnership with Shilton Soccer over the Summer Holidays and February half-term.</p>
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# disAbility Cornwall & Isles of Scilly

## Representation

As a representative organisation, we are often called upon when people experience problems and issues, which come to us through our Disability Information and Advice Line (DIAL) service. Our DIAL Advisers can usually ensure the problem is resolved, however, sometimes the issues reported to us need to be referred by the Advisers for further investigation or exploratory work. These 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 and usually do, sometimes they do not illicit the result we, or those we represent, would ideally want to see.

An example of successful social policy work this year included working with the Royal Cornwall Hospitals Trust (RCHT) to help improve services for people with a spinal cord injury. This centred on developing a 'passport' to identify that person's condition and their specific needs when accessing a RCHT service.

In addition, we are working with RCHT to develop a more comprehensive health pathway to help prevent potential safeguarding issues developing when people with spinal cord injuries need to access healthcare. Our hope is that the initiative will eventually lead to raising awareness and improved training being rolled out across the County and potentially nationally. 'Passports' already exist for other impairment groups, such as Autism and Learning Disability and our intension is for spinal cord injury to join them.

We are also pleased to be working with Cornwall Council to assist them to improve access across Cornwall, by developing an innovative website to positively promote businesses who are going that extra mile to be as inclusive as possible. We hope that by next year, we will be able to tell you more about this exciting project.

# disAbility Cornwall & Isles of Scilly

## Plans for the Future

The team are incredibly excited regarding plans for this year, as from April we are officially in our 21st Anniversary Year.

We got off to a flying start at a glittering Care & Support Awards ceremony at the Eden Project in March, hosted by the CAHSC Learning Partnership, and were delighted to become the winner of the 'Outstanding Contribution to Care & Support' award.

We have just been informed we were successful with our Advice Quality Standard audit, which demonstrates the quality of our advice giving and protocols for clients. Next month we will be audited for Investor in People at Gold standard, an accolade we are keen to retain as it evidences commitment to excellent employment practices and looking after people, as our belief is committed staff will stay with the organisation and provide the same level of support to our clients.

Cornwall Airport Newquay have nominated us as their Charity of the Year in recognition of all the work we have done and will continue to undertake with them to make the airport fully inclusive and accessible to all. This has included Focus Groups, Consumer Audits, Training and this year, will include consultation on their Terminal Expansion Plans. We are delighted to be working with them through this.

We continue to work in partnership with Cornwall Fire & Rescue Community Safety Service and in May, will formally sign off our Service Level Agreement at the launch event for Living Safe & Well, an initiative which involves home safety visits for people with a limiting impairment, and for which we are a referral partner for people who will benefit from our support.

We have been developing our relationship with Cornwall Sports Partnership and this Spring will launch a Disability Active Forum for Cornwall. Bringing together partners from health, sport & leisure and impairments specific organisations, to shape and develop new initiatives and ensure our stakeholders are encouraged to live well for longer.

One very exciting development is 'Every Customer Counts', which promises to be a fantastic initiative and will be launched by the Minister for Disabled People, Sarah Newton MP this year. It's the perfect user-friendly tool to assist businesses and service providers to improve access for all their customers.

We plan to roll out our Have a Go Days to Bodmin this Summer, ensuring we are able to reach families from further up the County. So far we have supported 108 children and young people from 78 families and the feedback we receive in terms of the impact of these days is wonderfully positive.

We are also very much looking forward to publishing a special 21st Anniversary edition of our disability lifestyle magazine, Discover. It's an old favourite of many of our members and it will be great to see Discover make a come-back!

# disAbility Cornwall & Isles of Scilly

## Plans for the Future (continued)

This autumn, we will formalise our partnership with McClure Solicitors, through which we can offer free wills, will reviews and special prices on other products to our members and supporters. This can be of great benefit to them and to us, should they choose to leave a donation, or perhaps consider leaving a legacy to assist the continuation of our work. We look forward to launching our partnership website and delivering Will Clinics.

There will be much more through which we hope to reach, benefit and engage new stakeholders and support more people, but our primary role will be to continue to develop and deliver our essential support services to our stakeholders and seek their engagement to ensure they are, as always, at the heart of everything we do.

# 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 2018.

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.

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 vision, mission, aims, values, 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 management

The trustees regularly assess the major risks to which the charitable company is exposed. A Risk Register is held and formally reviewed annually by the Board, or sooner if necessary. Potential risks are identified and scored based on likelihood and severity, and mitigating actions are taken as necessary. The trustees will continue to review potential risks on a regular basis and will take action to minimise or mitigate these risks as required.

The table below shows the principal risks identified by the trustees as at 31 March 2018.

<b>Risk area</b>	<b>Key risk to disAbility Cornwall &amp; Isles of Scilly</b>	<b>Mitigating actions</b>
Funding	Shortfall in funding leading to an inability to deliver services at the level currently provided to clients.	Opportunities to diversify funding streams and control costs are constantly under review. An adequate level of reserves is held to minimise the impact of a funding shortfall in the short-term.
Human resources	Failure to attract and retain a sufficient level of skilled staff and volunteers to deliver our services.	The charity has successfully retained the Investors in People Gold accreditation since 2015 as a result of commitment to excellent people management practices. Training and career development opportunities are available, and total reward packages are kept under review.
Operational	Poor service, or noncompliance with terms and conditions of grants and contracts leading to loss of funding and reputation.	Regular performance monitoring for each service is undertaken by senior staff and reported on quarterly to the Board. Service Strategies are in place and communicated to relevant staff and accompanied by training and mentoring. We collect feedback from service users and any complaints received are investigated.

## Financial review

The results for the year show net income of £43,942 (2017: £221) 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 a 12 month fixed rate savings account and short term bank deposits meet the requirement to generate a return on capital whilst maintaining access to funds for operational purposes.

# disAbility Cornwall & Isles of Scilly

## Reserves policy

In order that the charitable company can meet its objectives for disabled people in Cornwall and Isles of Scilly, the trustees have considered its resources and commitments. The charitable company is reliant on a combination of grant funding, contracts, self-generated income and donations, and the trustees review the level of reserves required based on an assessment of the major financial risks to which the charity is exposed.

The trustees consider that unrestricted reserves to cover approximately three months of the expected core running costs, plus costs of closing the charity, should be maintained. £118,000 of unrestricted funds have been designated for this purpose.

This year the trustees have introduced a policy of designating funds from unrestricted reserves to cover the latest forecasted deficit position at 31 March 2019. This is the future deficit reserve and stands at £60,000.

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



S PAGET  
Trustee

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

18 OCTOBER 2018

# disAbility Cornwall & Isles of Scilly

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

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2018, which are set out on pages 23 to 46.

### Responsibilities and basis of report

As the charity trustees of the company (who are also its directors for the purpose of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's report

Since the company's income exceeded £250,000, your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am member of the Institute of Chartered Accountants in England Wales.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

I have no concerns and have come across no other matters in connections with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Robinson Reed Layton LLP

MARK WILLIAMS FCA ORHA

**Robinson Reed Layton LLP**

*Chartered Accountant*

Peat House  
Newham Road  
TRURO  
TR1 2DP

1911012018

# disAbility Cornwall & Isles of Scilly

## Statement of financial activities (incorporating income and expenditure account)

For the year ended 31 March 2018

	Notes	Restricted funds £	Unrestricted funds £	Total 2018 £	Total 2017 £
<b>Income from:</b>					
Donations and legacies	4	-	3,686	<b>3,686</b>	1,564
Charitable activities	5	396,042	-	<b>396,042</b>	377,093
Primary purpose trading activities	6	-	195,045	<b>195,045</b>	141,437
Other trading activities	7	-	2,094	<b>2,094</b>	9,165
Investment income	8	-	1,048	<b>1,048</b>	310
<b>Total income</b>		<b>396,042</b>	<b>201,873</b>	<b>597,915</b>	<b>529,569</b>
<b>Expenditure on:</b>					
Cost of raising funds	9	-	239	<b>239</b>	-
Charitable activities	10	389,590	192,042	<b>581,632</b>	529,348
<b>Total expenditure</b>		<b>389,590</b>	<b>192,281</b>	<b>581,871</b>	<b>529,348</b>
<b>Net income before gains on sale of fixed assets</b>		<b>6,452</b>	<b>9,592</b>	<b>16,044</b>	<b>221</b>
Net gain on sale of investment assets		-	27,898	<b>27,898</b>	-
<b>Net income for the year</b>	12	<b>6,452</b>	<b>37,490</b>	<b>43,942</b>	<b>221</b>
Total funds brought forward		45,276	233,876	<b>279,152</b>	278,931
<b>Total funds carried forward</b>		<b>51,728</b>	<b>271,366</b>	<b>323,094</b>	<b>279,152</b>

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 2018

	<i>Notes</i>	£	2018 £	£	2017 £
<b>Fixed assets</b>					
Tangible assets	16		<b>18,152</b>		28,199
Investment properties	17		-		30,000
			<hr/>		<hr/>
			<b>18,152</b>		<b>58,199</b>
<b>Current assets</b>					
Debtors	19	<b>66,246</b>		65,969	
Cash at bank and in hand		<b>250,323</b>		166,911	
		<hr/>		<hr/>	
		<b>316,569</b>		<b>232,880</b>	
<b>Creditors: amounts falling due within one year</b>					
	20	<b>(11,627)</b>		<b>(11,927)</b>	
		<hr/>		<hr/>	
<b>Net current assets</b>			<b>304,942</b>		<b>220,953</b>
			<hr/>		<hr/>
<b>Net assets</b>	22		<b>323,094</b>		<b>279,152</b>
			<hr/> <hr/>		<hr/> <hr/>
<b>Funds of the charity</b>					
Restricted funds	23		<b>51,728</b>		45,276
Unrestricted designated funds	24	<b>184,941</b>		147,082	
Unrestricted general funds	24	<b>86,425</b>		86,794	
		<hr/>		<hr/>	
			<b>271,366</b>		<b>233,876</b>
			<hr/>		<hr/>
<b>Total charity funds</b>			<b>323,094</b>		<b>279,152</b>
			<hr/> <hr/>		<hr/> <hr/>

# disAbility Cornwall & Isles of Scilly

## Balance sheet (continued)

*As at 31 March 2018*

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 2018. 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:



S PAGET  
Trustee

Approved and authorised for issue by the trustees on: 18 OCTOBER 2018

Company registration No. 07436153

# disAbility Cornwall & Isles of Scilly

## Cash flow statement

For the year ended 31 March 2018

	2018	2017
£	£	£
<b>Net cash inflow/(outflow) from operating activities</b>	<b>24,466</b>	<b>(23,925)</b>
<b>Cash flows from investing activities</b>		
Interest received	1,048	310
Proceeds from the sale of:		
Investment properties	57,898	-
Purchase of:		
Tangible fixed assets	-	(5,823)
<b>Net cash provided/(utilised) by investing activities</b>	<b>58,946</b>	<b>(5,513)</b>
<b>Change in cash and cash equivalents in the reporting period</b>	<b>83,412</b>	<b>(29,438)</b>
Cash and cash equivalents at 1 April 2017	166,911	196,349
Cash and cash equivalents at 31 March 2018	<b>250,323</b>	<b>166,911</b>
Reconciliation of net movements in funds to net cash flow from operating activities.		
Net movement in funds	43,942	221
<b>Adjustments for</b>		
Depreciation charges	10,047	10,047
Surplus on disposal of investment property	(27,898)	-
Interest received	(1,048)	(310)
(Increase)/decrease in debtors	(277)	3,447
Decrease in creditors	(300)	(37,330)
Net cash inflow/(outflow) from operating activities	<b>24,466</b>	<b>(23,925)</b>
<b>Analysis of cash and cash equivalents</b>		
Cash in hand	<b>250,323</b>	<b>166,911</b>

# 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 366 members at 31 March 2018 (2017: 428).

### 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.

#### 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.

# disAbility Cornwall & Isles of Scilly

## Notes

*(forming part of the financial statements)*

## 2 Summary of significant accounting policies (continued)

### 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.

### 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.

# disAbility Cornwall & Isles of Scilly

## Notes

*(forming part of the financial statements)*

## 2 Summary of significant accounting policies (continued)

### 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.

### 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.

# disAbility Cornwall & Isles of Scilly

## Notes

*(forming part of the financial statements)*

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

### **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.

### **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.

# disAbility Cornwall & Isles of Scilly

## Notes

*(forming part of the financial statements)*

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

#### **2.13 Basic financial liabilities (continued)**

##### ***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.

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.

#### **2.15 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.

#### **2.16 Transfers**

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

#### **2.17 Operating leases**

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

# disAbility Cornwall & Isles of Scilly

## Notes

*(forming part of the financial statements)*

### 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.

### 4 Donations and legacies

	<b>2018</b>	2017
	£	£
Donations	<b>3,686</b>	1,564

# disAbility Cornwall & Isles of Scilly

## Notes

(forming part of the financial statements)

### 5 Income from charitable activities

	Restricted funds £	Unrestricted funds £	Total 2018 £	Total 2017 £
<b>Contracts:</b>				
Carers contract	-	-	-	5,566
Carers publications	-	-	-	7,665
Orthotics	-	-	-	9,915
Independent Support SENDIASS	70,179 55,196	-	<b>70,179</b> <b>55,196</b>	62,952 55,417
<b>Grants:</b>				
Access to Work	1,079	-	<b>1,079</b>	-
Cabinet Office LSF	500	-	<b>500</b>	69,800
CAHSC	4,765	-	<b>4,765</b>	6,000
CCF Crisis Fund	250	-	<b>250</b>	-
Clare Milne Trust	25,000	-	<b>25,000</b>	-
Comic Relief	-	-	-	28,763
Cornwall Community Foundation	7,868	-	<b>7,868</b>	427
Cornwall Council Community Grants	622	-	<b>622</b>	-
Cornwall Council Inclusion Grants	1,740	-	<b>1,740</b>	-
Cornwall Council Youth Grant	2,262	-	<b>2,262</b>	-
Cornwall Sports Partnership	-	-	-	2,141
Healthwatch	-	-	-	3,125
Henry Smith Charity	29,500	-	<b>29,500</b>	29,700
Journey to Employment	64,988	-	<b>64,988</b>	-
Lloyds Bank Foundation	23,700	-	<b>23,700</b>	23,800
National Lottery Awards for All	9,700	-	<b>9,700</b>	-
Parent Carers Cornwall	500	-	<b>500</b>	-
Rank Foundation	20,000	-	<b>20,000</b>	23,000
Rank Foundation Internship	8,718	-	<b>8,718</b>	7,155
SENDIASS Transition	41,667	-	<b>41,667</b>	41,667
Skills for Care	27,808	-	<b>27,808</b>	-
	<hr/>	<hr/>	<hr/>	<hr/>
	396,042	-	<b>396,042</b>	377,093
	<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 2018 £</b>	Total 2017 £
5 Degrees West	-	30,658	<b>30,658</b>	1,422
Access audits, focus groups and consultancy	-	3,579	<b>3,579</b>	7,442
Managed Accounts	-	89,452	<b>89,452</b>	71,695
Payroll	-	68,300	<b>68,300</b>	58,100
Other	-	3,056	<b>3,056</b>	2,778
	-	195,045	<b>195,045</b>	141,437
	-	195,045	<b>195,045</b>	141,437

### 7 Income from other trading activities

	<b>2018 £</b>	2017 £
Advertising fees	<b>315</b>	3,925
Cornish Pixels	<b>523</b>	785
Events	-	2,350
Meeting room hire	<b>1,186</b>	60
Rental income	-	1,755
Other income	<b>70</b>	290
	<b>2,094</b>	9,165
	<b>2,094</b>	9,165

### 8 Investment income

	<b>2018 £</b>	2017 £
Bank interest receivable	<b>1,048</b>	310
	<b>1,048</b>	310
	<b>1,048</b>	310

### 9 Cost of raising funds

	<b>2018 £</b>	2017 £
Other costs	<b>239</b>	-
	<b>239</b>	-
	<b>239</b>	-

# disAbility Cornwall & Isles of Scilly

## Notes

*(forming part of the financial statements)*

### 10 Cost of charitable activities

	<b>2018</b>	2017
	£	£
Salaries and pension contributions	<b>401,531</b>	385,724
Staff travel	<b>8,210</b>	9,081
Staff training and recruitment	<b>5,271</b>	718
5 Degrees West – training fees	<b>19,411</b>	3,925
Skills for Care funded training fees & expenses	<b>16,827</b>	-
Journey to Employment direct project costs	<b>26,125</b>	-
Other direct project costs	<b>10,509</b>	8,948
Access audit, focus groups and consultancy costs	<b>465</b>	2,866
Advertising and marketing	<b>3,118</b>	8,678
Rebranding	-	2,605
Business rates	<b>290</b>	281
Rent and office maintenance	<b>25,465</b>	26,568
Light, heat and water	<b>3,940</b>	3,629
Equipment and furnishings	<b>4,118</b>	376
IT maintenance	<b>6,158</b>	6,374
Insurance	<b>2,327</b>	2,039
Telephone	<b>4,806</b>	8,320
Postage, stationery and photocopier	<b>8,675</b>	11,867
Cleaning (including wages)	<b>2,026</b>	1,971
Professional fees	<b>7,290</b>	23,394
Minibus costs	<b>1,092</b>	1,671
Subscriptions	<b>1,609</b>	1,841
Volunteers expenses	<b>1,457</b>	816
Bank charges	<b>155</b>	30
Sundries and waste disposal	<b>6,281</b>	3,693
Depreciation	<b>10,047</b>	10,047
Governance (note 11)	<b>4,139</b>	3,846
Bad debt provision	<b>290</b>	40
	<hr/>	<hr/>
	<b>581,632</b>	529,348
	<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 2018 £</b>	Total 2017 £
Independent examiner's fee	2,400	-	<b>2,400</b>	2,580
Professional fees	-	253	<b>253</b>	240
Management committee expenses	-	1,486	<b>1,486</b>	1,026
	<u>2,400</u>	<u>1,739</u>	<u><b>4,139</b></u>	<u>3,846</u>

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

	<b>2018 £</b>	2017 £
Independent examiner's fee	<b>2,400</b>	2,580
Depreciation	<b>10,047</b>	10,047
	<u><b>12,447</b></u>	<u>12,627</u>

### 13 Staff costs and numbers

	<b>2018 £</b>	2017 £
<i>Staff costs were as follows:</i>		
Salaries	<b>368,772</b>	356,703
Social security costs	<b>31,312</b>	27,475
Pension contributions	<b>1,447</b>	1,546
	<u><b>401,531</b></u>	<u>385,724</u>

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>2018 No</b>	2017 No
Charitable activities	<b>14</b>	14
	<u><b>14</b></u>	<u>14</u>

# 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 £Nil (2017: £475).

Contributions amounting to £Nil (2017: £Nil) were payable to the Fund at 31 March 2018.

#### *Defined contribution schemes*

	<b>2018</b>	2017
	<b>£</b>	£
Charge to profit or loss in respect of defined contribution schemes	<b>1,447</b>	1,072

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 (2017: £Nil) were payable to the scheme at 31 March 2018.

### 15 Related party transactions

No remuneration was paid to the trustees in 2018 or 2017. Attendance fees and reimbursement of travel costs were paid to 3 (2017: 1) trustees totalling £150 for participation in disability events and not for their trusteeship duties (2017: £20). Expenses of £140 were claimed and reimbursed to 2 (2017: 3) trustees (2017: £108).

# 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 2017	53,058	5,823	14,000	72,881
Additions	-	-	-	-
	-----	-----	-----	-----
At 31 March 2018	53,058	5,823	14,000	72,881
<b>Depreciation</b>				
At 1 April 2017	37,141	1,941	5,600	44,682
Charge for the Year	5,306	1,941	2,800	10,047
	-----	-----	-----	-----
At 31 March 2018	42,447	3,882	8,400	54,729
<b>Carrying amount</b>				
<b>At 31 March 2018</b>	<b>10,611</b>	<b>1,941</b>	<b>5,600</b>	<b>18,152</b>
	=====	=====	=====	=====
At 31 March 2017	15,917	3,882	8,400	28,199
	=====	=====	=====	=====

### 17 Investment properties

	£
<b>Cost</b>	
At 1 April 2017	30,000
Disposals in the year	(30,000)
	-----
At 31 March 2018	-
	=====
Carrying value at 31 March 2018	-
	=====
Carrying value at 31 March 2017	30,000
	=====

The investment property was sold during the year.

# disAbility Cornwall & Isles of Scilly

## Notes

*(forming part of the financial statements)*

### 18 Financial instruments

	<b>2018</b>	2017
	<b>£</b>	£
<b>Carrying amount of financial assets</b>		
Equity instruments measured at cost less impairment	<b>64,710</b>	64,433
	<u><u>          </u></u>	<u><u>          </u></u>
 <b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	<b>11,627</b>	11,927
	<u><u>          </u></u>	<u><u>          </u></u>

# disAbility Cornwall & Isles of Scilly

## Notes

(forming part of the financial statements)

### 19 Debtors

	2018 £	2017 £
Other debtors	64,710	64,433
Prepayments	1,536	1,536
	<hr/>	<hr/>
	<b>66,246</b>	65,969
	<hr/> <hr/>	<hr/> <hr/>

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

	2018 £	2017 £
Trade creditors	4,400	2,380
Deferred income (note 21)	-	4,098
Accruals	7,227	5,449
	<hr/>	<hr/>
	<b>11,627</b>	11,927
	<hr/> <hr/>	<hr/> <hr/>

### 21 Deferred income

	2018 £	2017 £
<i>Funding received in advance</i>		
Balance at 1 April 2017	4,098	45,525
Amount released to income	(4,098)	(45,525)
Amount deferred in the year	-	4,098
	<hr/>	<hr/>
<b>Balance at 31 March 2018</b>	<b>-</b>	4,098
	<hr/> <hr/>	<hr/> <hr/>

### 22 Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	Total £
Tangible fixed assets	11,211	6,941	18,152
Net current assets	40,517	264,425	304,942
	<hr/>	<hr/>	<hr/>
	51,728	271,366	323,094
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

# disAbility Cornwall & Isles of Scilly

## Notes

(forming part of the financial statements)

### 23 Restricted funds

	At 1 April 2017 £	Income £	Expenditure £	Transfer £	At 31 March 2018 £
<b>Contracts:</b>					
Independent Support	-	70,179	(70,179)	-	-
SENDIASS	291	55,196	(55,487)	-	-
<b>Grants:</b>					
Access to Work	-	1,079	(1,079)	-	-
Cabinet Office LSF	1,547	500	(2,047)	-	-
CAHSC	-	4,765	(4,765)	-	-
CCF Crisis Fund	43	250	(65)	-	<b>228</b>
Clare Milne Trust	-	25,000	(25,000)	-	-
Comic Relief	67	-	(67)	-	-
Cornwall Community Foundation	-	7,868	(5,034)	-	<b>2,834</b>
Cornwall Council Community Grants	-	622	(622)	-	-
Cornwall Council Inclusion Grants	-	1,740	(1,740)	-	-
Cornwall Council Youth Grant	-	2,262	-	-	<b>2,262</b>
Henry Smith Charity	12,978	29,500	(32,313)	-	<b>10,165</b>
Journey to Employment	-	64,988	(64,988)	-	-
Lloyds Bank Foundation	1,983	23,700	(25,683)	-	-
National Lottery Awards for All	-	9,700	-	-	<b>9,700</b>
Parent Carers Cornwall	-	500	(500)	-	-
Rank Foundation	11,250	20,000	(21,250)	-	<b>10,000</b>
Rank Foundation Internship	-	8,718	(3,390)	-	<b>5,328</b>
SENDIASS Transition	-	41,667	(41,667)	-	-
Skills for Care	-	27,808	(27,808)	-	-
Development project (fixed assets)	15,917	-	(5,306)	-	<b>10,611</b>
Computer equipment (fixed assets):					
- Cabinet Office LSF	533	-	(267)	-	<b>266</b>
- Henry Smith Charity	667	-	(333)	-	<b>334</b>
	<b>45,276</b>	<b>396,042</b>	<b>(389,590)</b>	<b>-</b>	<b>51,728</b>

# disAbility Cornwall & Isles of Scilly

## Notes

*(forming part of the financial statements)*

### 23 Restricted funds (continued)

#### Purposes of restricted funds

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.
SENDIASS (Cornwall Council)	To deliver information, advice and support for any child or young person aged 0-25 with a special educational need or disability, their parents and families.
Access to Work (Department of Work and Pensions)	To purchase specialist equipment for a disabled employee.
Cabinet Office LSF	To aid the review and transformation of operating models in order to secure a more sustainable way of working.
CAHSC (Cornwall Adult Health Care Learning Partnership)	To develop and pilot a Personal Assistant Training Programme and to train disAbility Cornwall & IoS staff in safeguarding.
CCF (Cornwall Community Foundation) Crisis Fund	To directly benefit people in crisis who are urgently in need of small, one off amounts of money.
Clare Milne Trust	For core costs.
Comic Relief	For "The Power Pack – Making Change Work" project.
Cornwall Community Foundation	To deliver 'Have a Go Days'.
Cornwall Council Community Grants	To deliver 'Have a Go Days', and to make a contribution to the Cornwall Community Deaf Centre member's Christmas dinner.
Cornwall Council Inclusion Grants	To fund one-to-one support for children requiring additional support to attend 'Have a Go Days'.
Cornwall Council Youth Grant	To deliver 'Have a Go Days'.

# 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 increase capacity in our disability information and advice line (DIAL).
Journey to Employment (Department for Work and Pensions)	To deliver local employment support for people with a health condition or disability who want to start their journey into or back into employment.
Lloyds Bank Foundation For England and Wales	To provide longer-term support to clients who have had issues relating to Employment Support Allowance, Universal Credit or Job Seeker's Allowance, and who would like to make a positive change in their life.
National Lottery Awards for All	To develop the 'Every Customer Counts Cornwall' initiative.
Parent Carers Cornwall	To deliver 'Have a Go Days'.
Rank Foundation	For core costs and specific activities.
Rank Foundation Internship	To fund an intern to work at the charity for 12 months as part of the Time to Shine Internship Programme.
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.
Skills for Care	User led organisation funding to deliver free training for people who employ their own Personal Assistants.
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 2017 £	Income £	Expenditure £	Transfers £	At 31 March 2018 £
<i>Designated funds:</i>					
Running costs reserve	106,000	-	-	12,000	<b>118,000</b>
Future deficit reserve	-	-	-	60,000	<b>60,000</b>
Fixed asset reserve	41,082	-	(4,141)	(30,000)	<b>6,941</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	147,082	-	(4,141)	42,000	<b>184,941</b>
General funds	86,794	229,771	(188,140)	(42,000)	<b>86,425</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	233,876	229,771	(192,281)	-	<b>271,366</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The running costs reserve is to fund a period of approximately three months of the expected core running costs, plus costs of closing the charity. This is held to enable the charity to seek alternative funding should existing funding cease, and to close the charity if alternative funding cannot be secured.

The future deficit reserve is a fund held to cover the latest forecasted deficit position at 31 March 2018.

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

# disAbility Cornwall & Isles of Scilly

## Notes

(forming part of the financial statements)

### 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 2018 £</b>	Land and buildings 2017 £	<b>Other 2018 £</b>	Other 2017 £
<i>Operating leases which expire:</i>				
In one year	<b>18,432</b>	18,432	<b>175</b>	-
Between two and five years	-	-	<b>2,842</b>	5,457
	<hr/> <b>18,432</b> <hr/>	<hr/> 18,432 <hr/>	<hr/> <b>3,017</b> <hr/>	<hr/> 5,457 <hr/>

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Disability Cornwall



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