

**COMPANY REGISTRATION NUMBER: 01638939**

**CHARITY REGISTRATION NUMBER: 513001**

**William Merritt Disabled Living Centre  
Company Limited by Guarantee  
Financial Statements  
For the year ended  
31 March 2023**

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2023

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# William Merritt Disabled Living Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2023

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The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2023.

## Reference and administrative details

**Registered charity name** William Merritt Disabled Living Centre

**Charity registration number** 513001

**Company registration number** 01638939

**Principal office and registered office** Aire House  
100 Town Street  
Rodley  
Leeds  
LS13 1HP

## The trustees

Prof. M A Chamberlain OBE  
D Bruce (Treasurer)  
T McDonnell  
J Spencer  
Mr D Sutcliffe (Appointed 28 April 2023)  
K Murray (Chair)  
R Beverley-Stevenson  
M Faulkner  
K Preston  
N Prior  
Dr P D Ghosh

**Auditor** Ford Campbell Freedman Limited  
Chartered accountants & statutory auditor  
2nd Floor  
33 Park Place  
Leeds  
LS1 2RY

## Structure, governance and management

### GOVERNING DOCUMENT

The organisation is a charitable company limited by guarantee, incorporated on 28 May 1982 and registered as a charity on 20 August 1982. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2023

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## Structure, governance and management *(continued)*

### RECRUITMENT AND APPOINTMENT OF DIRECTORS AND TRUSTEES

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as trustees. Under the requirements of the Memorandum and Articles of Association all of the trustees are required to retire at each annual general meeting and offer themselves for re-election. All policy, strategic and financial decisions are made by the trustees. Day-to-day management of the Centre is devolved to the General Business Manager who also has responsibility for the line-management of the staff.

The trustees may appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee. Appointments are made based on the skills, knowledge and experience required to ensure the charity is well governed. New trustees are given an induction pack and spend time with the organisation. Trustees meet monthly and are expected to use their influence in the wider community to further the aims of the Centre.

### RISK MANAGEMENT

The trustees have conducted a review of the major risks to which the charity is exposed. A risk register has been drawn up and will be updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

### Objectives and activities

The company has set the following objectives for the charity:

1. To act as an independent centre which provides information and advice on equipment for disabled people, carers and the professionals who work with them.
2. To provide an information service on how and where to get equipment.
3. To offer advice and guidance from trained staff who can demonstrate a wide range of equipment for daily living.
4. To organise education and training of the practical aspects of living with a disability.

The Centre incorporates the Leeds Mobility Centre providing a full assessment by therapists and Advanced Driving Instructors of the driving capability of those people physically or otherwise impaired. In recent years, much work has been done in harnessing new technology to allow a whole range of electronic switches to be added to conventional equipment, games and toys to enable them to be used by disabled children in their everyday environment.

### Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2023

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## Achievements and performance

The financial year saw the return of some normality following two years badly affected by the Covid 19 pandemic and the country-wide lockdowns imposed by the Government. There was a significant increase in the number of visitors to the Centre for assessments and advice, although we have yet to see a return to the levels seen before the pandemic. One of the disappointing developments has been the number of last minute cancellations or clients not turning up for appointments at all, allowing no time in either case for the appointments to be reallocated and resulting in a significant loss of income through the year. This in turn impacted on the Centre's ability to reach pre-determined targets, particularly in respect of the Department for Transport assessments, and there was again another clawback in their grant funding, although at a much lower level than the previous two years.

Progress in performance and outcomes is generally measured by the production of quarterly Key Performance Indicators by the General Business Manager which are reviewed by the trustees in board meetings. Going forward, we shall continue with the development of the Mobility Service in the outreach offices in Sheffield and York, with the latter in particular making good progress during the year. Also showing good growth through the year has been the second Shop Mobility unit in the White Rose Centre which has already overtaken the performance of the Merrion Centre unit which has been established for a number of years.

The Centre continued to be supported by a number of volunteers across a range of activities.

In general terms, the Centre's fundamental principles remain the same and much of the work carried out by its staff by way of assessment and provision of advice and information is free of charge to the recipient. This highlights, and is evidence of, the considerable public benefit emanating from the Centre's activities.

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2023

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## Financial review

Income - in addition to the revenue grants from our local funding bodies, NHS Leeds and Leeds City Council, a significant source of the Centre's income is derived from the activities of the Mobility Service. In addition to a grant from the Department for Transport of £555,215 (net of clawback), assessment fee income totalled £160,948. As was the case in the previous financial year, a clawback of around £12,000 was applied to the grant due to a shortfall in assessments against targets mainly as a result of last minute cancellations and also clients not turning up for appointments. Additional income was raised through training courses run from the Centre for the benefit of health professionals and carers amounting to £50,000.

Expenditure - staff costs of £690,617 continued to be the main item of revenue expenditure. Other costs were spread across the renting and maintenance of Aire House and the outlets in Sheffield and York. Additional costs were involved in the administration of the Centre's activities and the financial support required for the Mobility Service and the provision of the courses operated from the Centre.

There was an overall operating deficit of £26,572 for the year and this has been met from the Centre's reserves. Despite the deficit, the Centre remains in a strong financial position with a good level of reserves enabling it to continue to operate and serve the community, helped by the continued support from our funding bodies, NHS Leeds, LCC and DfT.

The Centre's remuneration policy is aimed at endeavouring to maintain parity with similar organisations by providing annual salary increments within affordable levels and better pension provision than the legal requirements under current government guidelines.

## RESERVES POLICY

The trustees have examined the charity's requirements for reserves in the light of the main risks to the organisation. It has established a policy whereby the unrestricted funds of the charity should be a minimum of six months staff costs based on the budgeted expenditure for the following year. The figure for staff costs for 2023/24 is expected to be in the region of £700,000. This policy will provide time for the trustees to source new forms of income or reduce costs should there be a significant and unexpected reduction in part of the core funding.

## RESULTS

The directors/trustees are only permitted to use the charity's assets solely towards the promotion of the objectives of the charity.

## Plans for future periods

The aims of the Centre will focus around the core work involving the provision of information and advice on equipment and services available for disabled people. The trustees will continue to look at ways of strengthening the return from the core business activities and also seeking alternative sources of income, with the aim of adding to the reserves to ensure the long-term continuity of the Centre. A new initiative has been agreed with the Department of Transport with funding of £30K pa. over three years. The objective is to identify a range of services to increase client independence and reduce isolation and loneliness for older and disabled people, particularly for those who are advised against driving. The project is almost through its first year and we are looking forward to a report on progress made.

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# William Merritt Disabled Living Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2023

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## Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments 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 charity will continue in business.

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

## Auditor

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

# **William Merritt Disabled Living Centre**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2023**

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The trustees' annual report and the strategic report were approved on 24 November 2023 and signed on behalf of the board of trustees by:

D Bruce (Treasurer)  
Trustee

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Independent Auditor's Report to the Members of William Merritt Disabled Living Centre

Year ended 31 March 2023

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## Opinion

We have audited the financial statements of William Merritt Disabled Living Centre (the 'charity') for the year ended 31 March 2023 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

# William Merritt Disabled Living Centre

Company Limited by Guarantee

**Independent Auditor's Report to the Members of William Merritt Disabled Living Centre**  
(continued)

**Year ended 31 March 2023**

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## **Other information**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

## **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

# William Merritt Disabled Living Centre

Company Limited by Guarantee

## Independent Auditor's Report to the Members of William Merritt Disabled Living Centre (continued)

Year ended 31 March 2023

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### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

While planning our audit, we have made enquiries of management and those charged with governance around any actual or potential litigation and claims against the company for non-compliance with specific laws and regulations. The same has been done in respect of any instances of fraud or irregularities. The responses received have been communicated with the engagement team at the planning stage.

We have not been informed of any specific laws or regulatory related issues that could materially impact the financial statements in addition to this, there has been no suspected fraud or irregularities reported to the us.

While planning our audit the engagement partner selected appropriately trained staff to be engaged in the audit and the team are allocated based on their competence and capabilities.

The audit work undertaken is a substantive work based audit approach, reviewing to source documentation where appropriate and includes a review and walkthrough of the systems which management have put in place. These tests are directional. Therefore, they are designed in a way to maximise audit effectiveness and the possible identification of any material fraud, irregularities, or instances of systems and procedure breaches. Our testing did not identify any issues that requires any additional reporting.

These tests and other areas of our audit work are designed to enhance our ability to detect cases of material fraud and certain irregularities. It should be noted that our audit is carried out using a material based approach and therefore does not test every transaction, as such, it would not detect all instances of irregularities and specifically fraud which is inherently more difficult to detect.

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# William Merritt Disabled Living Centre

Company Limited by Guarantee

**Independent Auditor's Report to the Members of William Merritt Disabled Living Centre**  
(continued)

**Year ended 31 March 2023**

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A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

## **Use of our report**

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Dale Coleman FCA (Senior Statutory Auditor)

For and on behalf of  
Ford Campbell Freedman Limited  
Chartered accountants & statutory auditor

2nd Floor  
33 Park Place  
Leeds  
LS1 2RY

30 November 2023

# William Merritt Disabled Living Centre

Company Limited by Guarantee

## Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2023

		Unrestricted funds	2023 Restricted funds	Total funds	2022 Total funds
	Note	£	£	£	£
<b>Income and endowments</b>					
Donations and legacies	5	11,132	–	11,132	3,256
Charitable activities	6	991,285	116,814	1,108,099	905,068
Other trading activities	7	2,479	–	2,479	21,175
Investment income	8	10,199	–	10,199	7,227
Other income	9	–	–	–	6,800
<b>Total income</b>		<u>1,015,095</u>	<u>116,814</u>	<u>1,131,909</u>	<u>943,526</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of raising funds	10	8,193	–	8,193	16,753
Expenditure on charitable activities	11,12	1,017,963	86,873	1,104,836	1,020,977
Other expenditure	13	43,452	–	43,452	19,456
<b>Total expenditure</b>		<u>1,069,608</u>	<u>86,873</u>	<u>1,156,481</u>	<u>1,057,186</u>
<b>Net expenditure and net movement in funds</b>		<u>(54,513)</u>	<u>29,941</u>	<u>(24,572)</u>	<u>(113,660)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		626,190	3,253	629,443	743,102
<b>Total funds carried forward</b>		<u>571,677</u>	<u>33,194</u>	<u>604,871</u>	<u>629,443</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 14 to 23 form part of these financial statements.

# William Merritt Disabled Living Centre

Company Limited by Guarantee

## Statement of Financial Position

31 March 2023

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	Note	2023 £	£	2022 £
<b>Fixed assets</b>				
Tangible fixed assets	18		95,435	101,059
Investments	19		307,456	277,991
			<u>402,891</u>	<u>379,050</u>
<b>Current assets</b>				
Debtors	20	66,667		39,138
Cash at bank and in hand		198,400		348,786
		<u>265,067</u>		<u>387,924</u>
<b>Creditors: amounts falling due within one year</b>	21	<u>39,710</u>		<u>114,155</u>
<b>Net current assets</b>			<u>225,357</u>	<u>273,769</u>
<b>Total assets less current liabilities</b>			<u>628,248</u>	<u>652,819</u>
<b>Creditors: amounts falling due after more than one year</b>	22		<u>23,377</u>	<u>23,377</u>
<b>Net assets</b>			<u>604,871</u>	<u>629,442</u>
<b>Funds of the charity</b>				
Restricted funds			33,194	3,253
Unrestricted funds			571,677	626,190
<b>Total charity funds</b>	24		<u>604,871</u>	<u>629,443</u>

These financial statements were approved by the board of trustees and authorised for issue on 24 November 2023, and are signed on behalf of the board by:

D Bruce (Treasurer)  
Trustee

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The notes on pages 14 to 23 form part of these financial statements.

# William Merritt Disabled Living Centre

Company Limited by Guarantee

## Statement of Cash Flows

Year ended 31 March 2023

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	2023 £	2022 £
<b>Cash flows from operating activities</b>		
Net expenditure	(24,572)	(113,660)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	23,760	61,002
Other interest receivable and similar income	(10,199)	(7,227)
Gains on disposal of tangible fixed assets	–	(6,800)
Accrued income	(79,511)	(18,421)
<i>Changes in:</i>		
Trade and other debtors	(27,529)	45
Trade and other creditors	5,066	–
Cash generated from operations	(112,985)	(85,061)
Interest received	10,199	7,227
Net cash used in operating activities	<u>(102,786)</u>	<u>(77,834)</u>
<b>Cash flows from investing activities</b>		
Purchase of tangible assets	(18,136)	(35,736)
Proceeds from sale of tangible assets	–	6,802
Purchases of other investments	(72,916)	–
Revaluation of investments	43,452	19,456
Net cash used in investing activities	<u>(47,600)</u>	<u>(9,478)</u>
<b>Net decrease in cash and cash equivalents</b>	<b>(150,386)</b>	<b>(87,312)</b>
<b>Cash and cash equivalents at beginning of year</b>	<b>348,786</b>	<b>436,098</b>
<b>Cash and cash equivalents at end of year</b>	<b><u>198,400</u></b>	<b><u>348,786</u></b>

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The notes on pages 14 to 23 form part of these financial statements.

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2023

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## 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Aire House, 100 Town Street, Rodley, Leeds, LS13 1HP.

## 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

## 3. Accounting policies

### Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

### Going concern

There are no material uncertainties about the charity's ability to continue.

### Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project, commitment or expected costs to hit the profit and loss from fixed assets.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

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## 3. Accounting policies *(continued)*

### Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

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## 3. Accounting policies *(continued)*

### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Leasehold improvements	-	20% straight line
Fixtures and fittings	-	10% straight line
Motor vehicles	-	33% straight line
Computer equipment	-	20% straight line

### Investments

Listed investments are measured at fair value with changes in fair value being recognised in profit or loss.

### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

## 4. Limited by guarantee

The company is constituted as a company limited by guarantee.

## 5. Donations and legacies

	Unrestricted Funds £	<b>Total Funds 2023 £</b>	Unrestricted Funds £	Total Funds 2022 £
<b>Donations</b>				
Donations receivable	<u>11,132</u>	<u>11,132</u>	<u>3,256</u>	<u>3,256</u>

## 6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2023 £</b>
Revenue grants	221,961	–	<b>221,961</b>
DETR grant	555,215	–	<b>555,215</b>
Driving assessment fees	160,948	–	<b>160,948</b>
Courses and exhibitions	53,161	–	<b>53,161</b>
Job retention scheme	–	–	–
Shop mobility	–	116,814	<b>116,814</b>
	<u>991,285</u>	<u>116,814</u>	<u><b>1,108,099</b></u>

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# William Merritt Disabled Living Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

## 6. Charitable activities *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Revenue grants	218,294	–	218,294
DETR grant	484,841	–	484,841
Driving assessment fees	89,013	–	89,013
Courses and exhibitions	43,192	–	43,192
Job retention scheme	8,644	–	8,644
Shop mobility	–	61,084	61,084
	<u>843,984</u>	<u>61,084</u>	<u>905,068</u>

## 7. Other trading activities

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Fundraising events	<u>2,479</u>	<u>2,479</u>	<u>21,175</u>	<u>21,175</u>

## 8. Investment income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Bank interest receivable	141	141	39	39
National savings income bonds	785	785	58	58
UK Gilts income	9,273	9,273	7,130	7,130
	<u>10,199</u>	<u>10,199</u>	<u>7,227</u>	<u>7,227</u>

## 9. Other income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Gain on disposal of tangible fixed assets held for charity's own use	<u>–</u>	<u>–</u>	<u>6,800</u>	<u>6,800</u>

## 10. Costs of raising funds

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Ball running costs	<u>8,193</u>	<u>8,193</u>	<u>16,753</u>	<u>16,753</u>

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2023

## 11. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Driving assessments fees, courses & exhibitions and shop mobility costs	118,540	32,500	151,040
Support costs	899,423	54,373	953,796
	<u>1,017,963</u>	<u>86,873</u>	<u>1,104,836</u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Driving assessments fees, courses & exhibitions and shop mobility costs	175,530	39,382	214,913
Support costs	766,136	39,928	806,064
	<u>941,666</u>	<u>79,310</u>	<u>1,020,977</u>

## 12. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2023 £	Total fund 2022 £
Support costs	–	916,709	916,709	731,155
Driving assessments fees, courses & exhibitions and shop mobility costs	151,040	–	151,040	214,913
Governance costs	–	37,087	37,087	74,909
	<u>151,040</u>	<u>953,796</u>	<u>1,104,836</u>	<u>1,020,977</u>

## 13. Other expenditure

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Movement in market value of investments	43,452	43,452	19,456	19,456

## 14. Net expenditure

Net expenditure is stated after charging/(crediting):

	2023 £	2022 £
Depreciation of tangible fixed assets	23,760	61,002
Gains on disposal of tangible fixed assets	–	(6,800)

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

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## 15. Auditors remuneration

	2023	2022
	£	£
Fees payable for the audit of the financial statements	<u>6,480</u>	<u>6,300</u>

## 16. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	600,824	513,036
Social security costs	54,843	42,367
Employer contributions to pension plans	34,950	30,465
	<u>690,617</u>	<u>585,868</u>

The average head count of employees during the year was 26 (2022: 24). The average number of full-time equivalent employees during the year is analysed as follows:

	2023	2022
	No.	No.
Number of staff	<u>26</u>	<u>24</u>

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

## 17. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees in the year.

No trustee expenses have been incurred in the year.

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2023

## 18. Tangible fixed assets

	Land and buildings £	Fixtures and fittings £	Motor vehicles £	Equipment £	Total £
<b>Cost</b>					
At 1 April 2022	380,131	51,498	60,682	19,730	<b>512,041</b>
Additions	—	—	16,738	1,398	<b>18,136</b>
<b>At 31 March 2023</b>	<u>380,131</u>	<u>51,498</u>	<u>77,420</u>	<u>21,128</u>	<u><b>530,177</b></u>
<b>Depreciation</b>					
At 1 April 2022	332,095	40,889	30,351	7,647	<b>410,982</b>
Charge for the year	2,436	2,079	15,837	3,408	<b>23,760</b>
<b>At 31 March 2023</b>	<u>334,531</u>	<u>42,968</u>	<u>46,188</u>	<u>11,055</u>	<u><b>434,742</b></u>
<b>Carrying amount</b>					
<b>At 31 March 2023</b>	<u>45,600</u>	<u>8,530</u>	<u>31,232</u>	<u>10,073</u>	<u><b>95,435</b></u>
At 31 March 2022	<u>48,036</u>	<u>10,609</u>	<u>30,331</u>	<u>12,083</u>	<u>101,059</u>

## 19. Investments

	Other investments £
<b>Cost or valuation</b>	
At 1 April 2022	277,991
Additions	72,916
Fair value movements	(43,451)
<b>At 31 March 2023</b>	<u>307,456</u>
<b>Impairment</b>	
<b>At 1 April 2022 and 31 March 2023</b>	<u>—</u>
<b>Carrying amount</b>	
<b>At 31 March 2023</b>	<u>307,456</u>
At 31 March 2022	<u>277,991</u>

All investments shown above are held at valuation.

The historic cost of the investments are £307,465 (2022: £277,991).

## 20. Debtors

	2023 £	2022 £
Trade debtors	31,499	—
Prepayments and accrued income	35,068	39,138
Other debtors	100	—
	<u>66,667</u>	<u>39,138</u>

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2023

## 21. Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	4,162	–
Accruals and deferred income	34,644	114,155
Other creditors	904	–
	<u>39,710</u>	<u>114,155</u>

## 22. Creditors: amounts falling due after more than one year

	2023	2022
	£	£
Other creditors	<u>23,377</u>	<u>23,377</u>

The above amount relates to grant funding received from Leeds Primary Trust to cover potential redundancy costs following the transfer of staff from the Leeds Primary Trust under TUPE rules. The grant will be repaid as and when staff leave the employment of the Charity or retire.

## 23. Pensions and other post retirement benefits

### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £34,950 (2022: £30,465).

## 24. Analysis of charitable funds

### Unrestricted funds

	At 1 April 2022	Income	Expenditure	At 31 March 2023
	£	£	£	£
General funds	<u>626,190</u>	<u>1,015,095</u>	<u>(1,069,608)</u>	<u>571,677</u>

	At 1 April 2021	Income	Expenditure	At 31 March 2022
	£	£	£	£
General funds	<u>721,623</u>	<u>882,442</u>	<u>(977,875)</u>	<u>626,190</u>

The Property Reserve Fund was in relation to the new premises the charity occupy therefore the only reduction to this reserve is in relation to depreciation of fixed assets. This was fully reduced in the prior year.

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2023

## 24. Analysis of charitable funds (continued)

### Restricted funds

	At 1 April 2022 £	Income £	Expenditure £	At 31 March 2023 £
Shop mobility	<u>3,253</u>	<u>116,814</u>	<u>(86,873)</u>	<u>33,194</u>

	At 1 April 2021 £	Income £	Expenditure £	At 31 March 2022 £
Shop mobility	<u>21,479</u>	<u>61,084</u>	<u>(79,310)</u>	<u>3,253</u>

This restricted fund relates to a new revenue stream for the charity, a grant is received from Leeds City Council and all other income and expenditure relating to this service is to be restricted.

## 25. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	95,435	–	<b>95,435</b>
Investments	307,456	–	<b>307,456</b>
Current assets	231,873	33,194	<b>265,067</b>
Creditors less than 1 year	(39,710)	–	<b>(39,710)</b>
Creditors greater than 1 year	<u>(23,377)</u>	<u>–</u>	<u><b>(23,377)</b></u>
<b>Net assets</b>	<u>571,677</u>	<u>33,194</u>	<u><b>604,871</b></u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	101,059	–	101,059
Investments	277,991	–	277,991
Current assets	384,672	3,253	387,925
Creditors less than 1 year	(114,155)	–	(114,155)
Creditors greater than 1 year	<u>(23,377)</u>	<u>–</u>	<u>(23,377)</u>
<b>Net assets</b>	<u>626,190</u>	<u>3,253</u>	<u>629,443</u>

## 26. Analysis of changes in net debt

	At 1 Apr 2022 £	Cash flows £	At 31 Mar 2023 £
Cash at bank and in hand	<u>348,786</u>	<u>(150,386)</u>	<u>198,400</u>

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

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## 27. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	<b>2023</b>	2022
	£	£
Not later than 1 year	<b>72,000</b>	84,000
Later than 1 year and not later than 5 years	<b>33,000</b>	124,000
	<b><u>105,000</u></b>	<u>208,000</u>

# **William Merritt Disabled Living Centre**

**Company Limited by Guarantee**

**Management Information**

**Year ended 31 March 2023**

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**The following pages do not form part of the financial statements.**

# William Merritt Disabled Living Centre

Company Limited by Guarantee

## Detailed Statement of Financial Activities

Year ended 31 March 2023

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	2023 £	2022 £
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Donations receivable	<u>11,132</u>	<u>3,256</u>
<b>Charitable activities</b>		
Revenue grants	221,961	218,294
DETR grant	555,215	484,841
Driving assessment fees	160,948	89,013
Courses and exhibitions	53,161	43,192
Job retention scheme	–	8,644
Shop mobility	<u>116,814</u>	<u>61,084</u>
	<u>1,108,099</u>	<u>905,068</u>
<b>Other trading activities</b>		
Fundraising events	<u>2,479</u>	<u>21,175</u>
<b>Investment income</b>		
Bank interest receivable	141	39
National savings income bonds	785	58
UK Gilts income	<u>9,273</u>	<u>7,130</u>
	<u>10,199</u>	<u>7,227</u>
<b>Other income</b>		
Gain on disposal of tangible fixed assets held for charity's own use	<u>–</u>	<u>6,800</u>
<b>Total income</b>	<u><u>1,131,909</u></u>	<u><u>943,526</u></u>

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# William Merritt Disabled Living Centre

Company Limited by Guarantee

Detailed Statement of Financial Activities (continued)

Year ended 31 March 2023

	2023 £	2022 £
<b>Expenditure</b>		
<b>Costs of raising funds</b>		
Promotional costs	8,193	7,956
Ball running costs	—	8,797
	<u>8,193</u>	<u>16,753</u>
<b>Expenditure on charitable activities</b>		
Wages and salaries	600,824	513,036
Employer's NIC	54,843	42,367
Pension costs	34,950	30,465
Rent	106,162	65,835
Rates and water	9,770	6,659
Light and heat	11,394	6,250
Repairs and maintenance	10,534	7,950
Insurance	11,148	10,417
Other establishment	17,572	4,642
Vehicle leasing/hire	633	144
Other motor/travel costs	3,312	3,811
Legal and professional fees	11,085	12,695
Telephone	649	—
Other office costs	25,613	12,251
Depreciation	23,760	61,002
Courses costs	31,737	25,558
Printing, postage and stationery	13,128	4,443
Office equipment and computer expenses	18,419	24,097
Driver assessment costs	72,638	149,972
	<u>46,665</u>	<u>39,383</u>
	<u>1,104,836</u>	<u>1,020,977</u>
<b>Other expenditure</b>		
Movement in market value of investments	43,452	19,456
	<u>43,452</u>	<u>19,456</u>
<b>Total expenditure</b>	<u>1,156,481</u>	<u>1,057,186</u>
<b>Net expenditure</b>	<u>(24,572)</u>	<u>(113,660)</u>

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Notes to the Detailed Statement of Financial Activities

Year ended 31 March 2023

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	2023 £	2022 £
<b>Costs of raising funds</b>		
<b>Ball running costs</b>		
Promotions and marketing	<b>8,193</b>	7,956
Ball costs	—	8,797
	<b>8,193</b>	16,753
	<hr/>	<hr/>
<b>Costs of raising funds</b>	<b>8,193</b>	16,753
	<hr/>	<hr/>

# William Merritt Disabled Living Centre

Company Limited by Guarantee

Notes to the Detailed Statement of Financial Activities *(continued)*

Year ended 31 March 2023

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	2023 £	2022 £
<b>Expenditure on charitable activities</b>		
<b>Support costs</b>		
<b><i>Support costs</i></b>		
Wages/salaries	600,824	513,036
Employer's NIC	54,843	42,367
Pension costs	34,950	30,465
Rent	106,162	65,835
Rates & water	9,770	6,659
Light & heat	11,394	6,250
Cleaning costs	10,534	7,950
Insurance	11,148	10,417
Repairs and maintenance	17,572	4,642
Donations	633	144
Travel and subsistence	3,312	3,811
Telephone	649	–
Sundry expenses	23,371	11,039
Printing, postage and stationery	13,128	4,443
Office equipment and computer expenses	18,419	24,097
	<u>916,709</u>	<u>731,155</u>
<b>Driving assessments fees, courses &amp; exhibitions and shop mobility costs</b>		
<b><i>Activities undertaken directly</i></b>		
Course expenses	31,737	25,558
Driving assessment costs	72,638	149,972
Shop mobility	46,665	39,383
	<u>151,040</u>	<u>214,913</u>
<b>Governance costs</b>		
Audit fees	6,480	6,300
Legal and other professional fees	4,605	6,395
Bank charges	2,242	1,212
Depreciation	23,760	61,002
	<u>37,087</u>	<u>74,909</u>
<b>Expenditure on charitable activities</b>	<u><u>1,104,836</u></u>	<u><u>1,020,977</u></u>

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