

Barrow and District Disability Association

## REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report and the financial statements of the Trust for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the Trust.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Trust's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities applicable in the UK and Republic of Ireland.

### Structure Governance and Management

#### Governing Document

The organisation is a charitable company limited by guarantee and is governed by its memorandum and articles of association.

#### Trustees of the Charity

The directors of the charitable company are its trustees for the purposes of charity law.

The trustees oversee the running of the charity. The Honorary Chief Officer, Margaret Burrow, is responsible for operational management and the execution of the Board's strategic plan and is assisted and supported by the operational team. Day to day service delivery is delegated to a team of staff and volunteers.

There are no connected charities or branches. Transactions with trustees and related parties are disclosed in the notes to the accounts.

The Trustees have had due regard to the guidance published by the Charity Commission on Public Benefit.

#### Recruitment and Appointment of the Management Committee

Existing Trustees/Directors as members of the organisation invite potential trustees to serve on the board.

Trustees are invited based on the skills required for the role and to fill any skills gap. A potential trustee will complete an application and meet with the Chair and Honorary Chief Officer to discuss the role and their suitability. They will be proposed and seconded at a trustee meeting by

existing trustees and these appointments are officially confirmed at the AGM. Once appointed induction procedures are undertaken

None of the Trustees have any beneficial interest in the company.

## Risk Management

The trustees have assessed the major risks to which the charity is exposed and are satisfied that adequate systems are in place to mitigate any exposure to the major risks.

## Objectives and Activities

The charity's objects are to promote the welfare of the disabled in any manner deemed charitable, and to support and promote the interests of those who experience disability, their families, carers and supporters

## Activities

Barrow and District Disability Association offers: -

- Disability Centre and Cafe
- Disablement Advice and Benefits service
- Disability Advice, information and signposting
- Adult Education and Learning
- Assess Services
- Groups and activities
- Volunteering

The staff and volunteer team deliver a range of services from our community-based centre, with the overall aim of improving people's lives.

As well as providing a range of services, we also offer advice, information and a signposting service to the general public. We are active in local community networks and work in partnership with other local organisations to ensure disability issues are considered and represented throughout our community

## Financial Review

Our accounting arrangements continue to be managed by TI Accountancy. This year's financial position remained healthy but has been more challenging in terms of bringing in funds and the rising costs of service delivery. There is a continued need to review funding streams and spending. Increasing and diversifying our funding streams remains a focus for the Board of Trustees and the Honorary Chief Officer.

We have maintained accurate records and submitted reports for funders where this is required.

We have continued to review salaries to bring them nearer to being in line with other providers however our trustees are aware this must be an ongoing aim and as such the trustees have a commitment to review salaries annually and salaries will be set at the start of the financial year. Trustees will make decisions on rates of pay based on funding available and comparable local rates of pay.

We plan to continue to grow our unrestricted income streams from donations and events at the same time of building good relationships with local donor and fundraisers.

## Achievements and Performance

Barrow and District Disability Association is satisfied that it has met all its contractual requirements for the year ending 2021. We have continued to monitor the health and social care benefits arena and continued the process of developing our services in line with national agendas and our effective networking and partnerships have placed us in a stronger position

We have placed significant focus on our community engagement, and frontline services to strengthen our relationships with our local community and potential funders whilst raising awareness, this is an area for growth in the coming year, pending the challenges of Covid-19 variants.

Covid-19-A Global Pandemic As we move forward into 2021/2022 our finances and our services face the same degree of uncertainty and unprecedented challenges that all charities are facing.

In previous years we have made significant steps to diversify our income streams but unfortunately covid-19 pandemic impact on all current income streams and we face uncertainty in what funding will be available at the start of 2022.

We face reduced community donations as we are unable to hold events and fundraisers and must try to adapt and plan to look at expansion of online giving, with the development of a new web site. Our café has been forced to close and once open face restrictions on numbers of covers, availability of volunteers able to help, and opening hours etc. that will further reduce income.

The uncertainty of the current economic and political climate exacerbated by the impacts of Covid-19 mean we must be vigilant of our financial situation and the trustees and management remain committed to ensuring they seek out opportunities for new funding streams wherever appropriate.

However, the funding environment for 2021/2022 and going forward will be a challenge. We anticipate the impact of Covid-19 and the global pandemic will impact heavily on health and disability, we hope as we move forward this is recognised by funders and commissioners and reflected in the funding available the trustees have examined the needs of and challenges faced by the charity, in both the short and medium term, along with relevant financial forecasts, and have a plan to meet those needs.

Therefore, we report on what has been achieved during the year ending on 31"March 2021 as follows:

The Cafe, Centre & Room Hires:

The cafe has reopened following the Government Guidelines for hospitality, with a reduced offer and opening hours. We continued to monitor the situation closely. The café has suffered in generating income due to the pandemic. Volunteer recruitment for the café is a challenge and this is a focus for the coming year.

Computer Project:

Computer courses have relaunched in the Centre for face to face delivery with a focus on practical skills for daily use such as skills that helped them connect with the digital environment, they include spreadsheets, email, online shopping, facetime, on-line meetings and social activities.

Short Courses:

Our short courses recommenced and continue to be popular with our learners who learned topics such as pencil drawing for beginners, more pencil drawing, water colours, mixed media, dressmaking from beginners to the more advanced. Our learners have told us how much they appreciate the courses and time together particularly after the isolation caused in the first lockdown in the pandemic.

Disablement Advice & Benefits Service (DABS)

We have seen a significant rise in claimants coming through to our service due to the pandemic, however, we have also seen the numbers of failed assessments rising. This is due to the Government Restrictions whereby Assessments for Disability Benefits are being carried out on-line resulting in greater numbers of clients failing these assessments, and therefore having essential benefits withdrawn. Our support in Appeals Advocacy is also in greater need than ever before.

Our Disability Advice and Benefits Service provides support through:

- Application process, advice and support given in completing forms

- Assessment – we guide the client through the assessment criteria for personal independence payments,(PIP) and other benefits and liaise with Department of Work and Pensions (DWP) on their behalf
- Support clients through the support Information requirements and gathering medical information process. Our clients need support to obtain their own evidence to support their assessment.
- Support through Mandatory reconsiderations
- Appeals, support clients through the tribunal panel, attending and acting as advocate.
- Our clients cases are complex and complicated, the benefits criteria is unrealistic for severely disabled people with longstanding physical and mental conditions to navigate alone. Our service is essential to support, correct and ensure benefits are reinstated to those that are entitled to claim them.
- We have a track record of winning 95% of our cases at appeal, at court for tribunals or through mandatory reconsiderations.

To date, assessing all the year ones only, of successful awards which can be valid for as long as ten years, this team have brought back into the local economy over £16,000,000 which is remarkable, and it has had a massive positive impact on disabled people, their carers families and the wider local economy

Fundraising:

Despite the difficulties of the pandemic our team of fundraisers have been trying wherever possible and wherever is safe to do so, to hold sales of work, sell raffle tickets, tombola's, to help bring in much needed income into the organisation.

Mary Robinson Building Project:

Fundraising for this expansion project has been slower because of the pandemic however, is progressing and the plans are continuing to develop the building that adjoins our centre to create a dedicated assessable Disablement Advice & Benefits Service area. This will enable our present DABS to develop further the much-needed services they deliver to the disabled people, carers, and families. Fundraising for this will continue in the coming financial year.

In addition, we plan to:

Seek funding wherever possible to keep our services operational and developing to meet the ongoing needs of disabled people their families and carers.

Develop the website and through this develop opportunities for online giving

Develop the offer for education and learning to meet the needs of those individuals assessing the service

Recruit, train and support more volunteers to maximise their opportunities and skill development

Approved by order of the board of trustees on 31st March 2021 and signed on its behalf by:

*Margaret A. Burrow*

Mrs Margaret Burrow MBE, Hon. Chief Executive Officer (and Hon Secretary), on behalf of the Executive Committee of the Barrow and District Disability Association.

**Income and Expenditure Account**  
**Barrow District Disability Association**  
**For The Period Ending: 31/03/2021**

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
<b>Income From</b>	<b>1</b>						
Donations & legacies		365	6596	6961	9,635	21,754	31,389
Charitable activities		37555	99625	137180	20,304	69,908	90,212
Investments		1417	0	1417	226	0	226
Other		0	0	0	0	0	0
<b>Total</b>		<b>39337</b>	<b>106221</b>	<b>145558</b>	<b>30,165</b>	<b>91,662</b>	<b>121,827</b>
<b>Expenditure on</b>	<b>2</b>						
Raising funds		0	0	0	1,791	0	1,791
Charitable expenses		43504	86353	129857	72,439	128,526	200,965
<b>Total</b>		<b>43504</b>	<b>86353</b>	<b>129857</b>	<b>74,230</b>	<b>128,526</b>	<b>202,756</b>
<b>Net movement in funds</b>		-4167	19868	15701	-44,065	-36,864	-80,929
<b>Transfers between funds</b>		-4044	4044	0	-120,838	120,838	0
<b>Fund balances at 1 April 2020</b>		12,377	266,755	279,132	177,280	182,781	360,061
<b>Fund balances at 31 March 2021</b>		<b>4166</b>	<b>290667</b>	<b>294833</b>	<b>12,377</b>	<b>266,755</b>	<b>279,132</b>

**Balance Sheet**  
**Barrow District Disability Association**  
**For The Period Ending: 31/03/2021**

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
<b>Fixed Assets</b>							
Tangible assets	4	-	289,655	289,655	-	298,954	298,954
<b>Total</b>		<b>0</b>	<b>289,655</b>	<b>289,655</b>	<b>0</b>	<b>298,954</b>	<b>298,954</b>
<b>Current Assets</b>							
Debtors	5	1,348	600	1,948	1,126	-	1,126
Investments	6	-	169,790	169,790	-	168,711	168,711
Cash in bank and in hand	7	4,257	124,117	128,374	13,944	98,045	111,989
<b>Total</b>		<b>5605</b>	<b>294507</b>	<b>300112</b>	<b>15,070</b>	<b>266,756</b>	<b>281,826</b>
<b>Creditors</b>							
One year	8	1,439	3,840	5,279	2,693	-	2,693
<b>Total</b>		<b>1439</b>	<b>3840</b>	<b>5279</b>	<b>2,693</b>	<b>0</b>	<b>2,693</b>
<b>Net Current Assets</b>		<b>4166</b>	<b>290667</b>	<b>294833</b>	<b>12,377</b>	<b>266,756</b>	<b>279,133</b>
<b>Total assets less current liabilities</b>		<b>4166</b>	<b>580322</b>	<b>584488</b>	<b>12377</b>	<b>565710</b>	<b>578087</b>
<b>Funds of the charity</b>							
Restricted funds	9	-	580322	580322	-	565710	565710
Unrestricted funds		4166	-	4166	12377	-	12377
<b>Total</b>		<b>4166</b>	<b>580322</b>	<b>584488</b>	<b>12377</b>	<b>565710</b>	<b>578087</b>

**Analysis of Income**  
**Barrow District Disability Association**  
**For The Period Ending: 31/03/2021**

	Unrestrict ed funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
<b>Donations &amp; legacies</b>						
Donations & gifts	365	6,596	6961	9,635	21,754	31,389
Legacies			0	-	-	0
<b>Total</b>	<b>365</b>	<b>6596</b>	<b>6961</b>	<b>9,635</b>	<b>21,754</b>	<b>31,389</b>
<b>Charitable activities</b>						
Barrow Borough Council	34,669.00	14,660	49329	-	14,660	14,660
Cumbria County Council	-	42,080	42080	-	40,148	40,148
Sir John Fisher	-	30,000	30000	-	-	0
Riverside Charitable Trust	-	-	0	-	1,350	1,350
Hadfield Trust	-	5,000	5000	-	5,000	5,000
Grant Scape	-	-	0	-	8,750	8,750
Women's Community Matters	2,500	-	2500	-	-	0
Café	66	-	66	19,364	-	19,364
Other	320	7,885	8205	940	-	940
<b>Total</b>	<b>37555</b>	<b>99625</b>	<b>137180</b>	<b>20,304</b>	<b>69,908</b>	<b>90,212</b>
<b>Investments</b>						
Interest income	1417	-	1417	226	-	226
<b>Total</b>	<b>1417</b>	<b>0</b>	<b>1417</b>	<b>226</b>	<b>0</b>	<b>226</b>
<b>Other</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Income</b>	<b>39,337</b>	<b>106,221</b>	<b>145,558</b>	<b>30,165</b>	<b>91,662</b>	<b>121,827</b>

**Analysis of Expenditure**  
**Barrow District Disability Association**  
**For The Period Ending: 31/03/2021**

	Unrestrict ed funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
<b>Raising funds</b>						
Staging fund raisers	-	-	0	1,791	-	1,791
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1791</b>	<b>0</b>	<b>1791</b>
<b>Charitable activities</b>						
Wages	7,534	72,204	79,738	21,634	64,249	85,883
Social Security	-	1,206	1,206	257	1,771	2,028
Pensions	-	3,949	3,949	614	2,961	3,575
Occupancy	11,213	-	11,213	15,471	-	15,471
Tutors	7,856	3,687	11,543	-	13,735	13,735
Stationery	2,229	254	2,483	4,518	345	4,863
Vehicle	10	-	10	230	-	230
Café	42	-	42	5,636	-	5,636
Running Activities	-	823	823	10,267	581	10,848
Travel	769	84	853	3,103	551	3,654
Computer	3,108	59	3,167	2,988	-	2,988
Repairs and Renewals	3,012	43	3,055	2,336	-	2,336
Accountancy	2,868	-	2,868	1,889	-	1,889
Insurance	4,020	-	4,020	3,398	-	3,398
Asset Additions & Disposals	-	4,044	4,044	-	44,323	44,323
Other	843	-	843	98	10	108
<b>Total</b>	<b>43,504</b>	<b>86,353</b>	<b>129,857</b>	<b>72,439</b>	<b>128,526</b>	<b>200,965</b>
<b>Total Expenditure</b>	<b>43,504</b>	<b>86,353</b>	<b>129,857</b>	<b>74,230</b>	<b>128,526</b>	<b>202,756</b>

**Employees**  
**Barrow District Disability Association**  
**For The Period Ending: 31/03/2021**

	<b>2021</b>	<b>2020</b>
<b>Number of employees</b>		
Charitable activities	<u>5</u>	<u>7</u>
<b>Total</b>	<u><b>5</b></u>	<u><b>7</b></u>
	<b>2021</b>	<b>2020</b>
<b>Employment Costs</b>	<b>£</b>	<b>£</b>
Wages and salaries	79738	85,883
Social security costs	1206	2,028
Pension costs	<u>3949</u>	<u>3,575</u>
<b>Total</b>	<u><b>84893</b></u>	<u><b>91,486</b></u>

There were no employees whose annual remuneration was £60,000 or more.

**Tangible Fixed Assets**  
**Barrow District Disability Association**  
**For The Period Ending: 31/03/2021**

	Freehold land & buildings	Other land & buildings	Plant, machinery & motor vehicles	Fixtures, fittings & equipment	Total
	£	£	£	£	£
At beginning of the year	409,449	-	23,555	142,011	575,015
Additions	-	-	-	4,044	4,044
Disposals	-	-	-	-	0
<b>At the end of the year</b>	<b>409,449</b>	<b>0</b>	<b>23,555</b>	<b>146,055</b>	<b>579,059</b>

Depreciation	Freehold land & buildings	Other land & buildings	Plant, machinery & motor vehicles	Fixtures, fittings & equipment	Total
	£	£	£	£	£
At beginning of the year	132,143	-	23,240	120,678	276,061
Additions	8,189	-	79	5,075	13,343
Disposals	-	-	-	-	0
<b>At the end of the year</b>	<b>140,332</b>	<b>0</b>	<b>23,319</b>	<b>125,753</b>	<b>289,404</b>

NBV at start of year	277,306	0	315	21,333	298,954
<b>NBV at end of year</b>	<b>269,117</b>	<b>0</b>	<b>236</b>	<b>20,302</b>	<b>289,655</b>

**Debtors**  
**Barrow District Disability Association**  
**For The Period Ending: 31/03/2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Debtors	600	0
Prepayments	<u>1,348</u>	<u>1,126</u>
<b>Total</b>	<b><u>1948</u></b>	<b><u>1,126</u></b>

**Current Assets**  
**Barrow District Disability Association**  
**For The Period Ending: 31/03/2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Listed Investments	<u>169,790</u>	<u>168,711</u>
<b>Total</b>	<b><u>169790</u></b>	<b><u>168,711</u></b>

**Cash Held**  
**Barrow District Disability Association**  
**For The Period Ending: 31/03/2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Cash at bank & in hand	128,374	111,989
<b>Total</b>	<b><u>128,374</u></b>	<b><u>111,989</u></b>

**Creditors**  
**Barrow District Disability Association**  
**For The Period Ending: 31/03/2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Accruals	2,726	1,420
PAYE Tax	1,658	1,165
Pension	895	108
<b>Total</b>	<b><u>5,279</u></b>	<b><u>2,693</u></b>

**Charity Funds**  
**Barrow District Disability Association**  
**For The Period Ending: 31/03/2021**

	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
Barrow B.C.	R	Centre Administrator	4,096	14,660	- 16,186	-	-	2,570
D.A.B.S.	R	Disabilty and Benefit Advice	40,950	57,845	- 66,124	-	-	32,671
Grotto	R	Childrens Xmas	76	-	-	-	-	76
New Style Adult Education	R	Adult Education	3,089	-	-	-	-	3,089
Mary Robinson - Legacy	R	Building Project	129,296	-	-	-	-	129,296
Sir John Fisher	R	Resources Officer	23,434	-	-	-	-	23,434
Replace Hon CEO	R	To Cover Hon CEO Retiring	57,000	-	-	-	-	57,000
Buy a Brick	R	Buy a Brick Campaign	8,815	33,716	-	-	-	42,531
Tangible assets	R	secure tangible assets	298,954	-	- 13,343	4,044	-	289,655
Unrestricted Funds	U		12,377	39,337	- 43,504	- 4,044	-	4,166
<b>Other funds</b>	<b>N/a</b>	<b>N/a</b>	-	-	-	-	-	-
<b>Total Funds</b>			<b>578,087</b>	<b>145,558</b>	<b>- 139,157</b>	<b>-</b>	<b>-</b>	<b>584,488</b>

## **Barrow District Disability Association**

### **Independent Examiner's Report to the Trustees of Barrow District Disability Association**

I report on the accounts of the Trust for the year ended 31 March 2021, which are set out on page 2.

#### **Respective Responsibilities of Trustees and Examiner**

As the charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act, whether particular matters have come to my attention.

#### **Basis of Independent Examiners Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanation from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, I do not express an audit opinion on the view given by the accounts.

#### **Independent Examiners Statement**

In Connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
  - To keep accounting records in accordance with section 130 of the Act; and
  - To prepare accounts which agree with the accounting records and to comply with the accounting requirements of the Act have not been met, or
  
2. To which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Lucy Allonby*  
.....

**Ms L Allonby**  
TI Accountancy Ltd

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