

**REGISTERED COMPANY NUMBER: 2235286 (England
and Wales) REGISTERED CHARITY
NUMBER: 800350**

**Report of the
Trustees and
Financial Statements for the Year Ended
31 March 2021**

**Waltham Forest Disability
Resource
Centre
e
(A Company Limited By
Guarantee)**

**Waltham Forest Disability
Resource
Centre**

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Ended 31 March 2021**

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**Waltham Forest Disability
Resource
Centre**

**Report of the Trustees
for the Year Ended 31**

STRUCTURE, GOVERNANCE AND

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity 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' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE
DETAILS Registered Company number**
2235286 (England and Wales)

Registered Charity number
800350

Registered office
90 Crownfield Road
London
E15 2BG

Trustees

Mrs H Gower
Mrs B Streader
Mr M Gower
Mrs A Green
Mrs K Butt
Mr J. Malik
Miss D Best

Chair

Company Secretary
Ms P A Stanley

Accounts Checked by

Melanie Clarke
Chelwood House
Manor Lane
Wistow
Cambs

Bankers

The Co-operative Bank Plc
195 High Road
Wood Green
London
N22 6DP

**Waltham Forest Disability
Resource
Centre**

**Report of the Trustees
for the Year Ended 31**

STRUCTURE, GOVERNANCE AND

Waltham Forest Disability Resource Centre was originally established in 1988 to relieve persons with physical and/or sensory impairments resident in Waltham Forest. Since 2015 the Centre has been open to residents from neighbouring boroughs as well as Waltham Forest. It offers services to people with a range of needs, including people with learning disabilities, physical and sensory impairments and long-term health conditions.

**Governing
document**

The organisation is a charitable company limited by guarantee, incorporated on 24 March 1988 and was also registered as a charity on 24 March 1988. 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 each trustee is required to contribute an amount not exceeding £1.00.

Elected Trustees, who are also directors for the purpose of company law, serve for a period of two years after which they must be re-elected at the next Annual General Meeting. All trustees give up their time freely and no trustee remuneration was paid in the year.

**Organisational
structure**

Waltham Forest Disability Resource Centre has a Management Committee which is responsible for the strategic direction and policy of the Charity. The Company Secretary and staff representative also sit on the Committee but have no voting rights. The Committee normally involves service users, volunteers and staff in regular DRC Planning Meetings but this was very difficult in 2020-21, due to the Centre being closed during Covid lockdowns.

A scheme of delegation is in place and the day-to-day responsibility for the provision of the services rests with the Centre Manager. The Centre Manager is responsible for ensuring that the charity delivers the services specified, health and safety and staff issues.

**2020 - 2021 WALTHAM FOREST DISABILITY RESOURCE CENTRE AND THE COVID
PANDEMIC**

Like every organisation and company in the UK, our charity's year was shaped by the Covid pandemic. It was also a very painful year personally, with our long-time colleague Jack Mendoza passing away in April 2020. He had worked tirelessly for the Centre for many years and was beloved by staff, service users and committee members alike. We still miss his kindness and sense of fun every day.

2020-21 saw long periods when our Centre's doors had to stay closed during Covid lockdowns, were unable to provide our usual on-site supported activities for disabled adults. Out of hours community venue hire at our premises also ceased. Our staff had to be furloughed and/or partially furloughed from March 2020 to September 2021.

These were obviously very anxious times for our charity. We were extremely worried about the

**Waltham Forest Disability
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**Report of the Trustees
for the Year Ended 31**

STRUCTURE, GOVERNANCE AND

impact of lockdown isolation on our disabled service users. The Centre's financial survival was also at stake. Since 2015, a large proportion of our revenue has come from service user fees and community venue hire, both of which stopped completely. An enormous help, however, was the Covid Disability Day Opportunities Group that was set up and overseen by London Borough of Waltham Forest, holding frequent virtual meetings throughout the pandemic. This group enabled us to keep up to date with government regulations and public health advice for our sector in a rapidly developing situation, to access emergency sources of funding and for local day services to support one another.

Thanks to funding from the London Borough of Waltham Forest, we were able to provide regular welfare phone checks for service users, along with a range of online and remote activities during lockdown periods. Our virtual activities included an Online Needlecrafts Club which met on Zoom 3 times a week, weekly virtual Zumba and Singing classes and an Art & Painting Club with free art materials and online/phone tuition. We also posted regular exercise classes and singalong sessions on social media, for anyone in the community - along with our service users - to join in and enjoy. We also posted regular exercise classes and singalong sessions on Facebook, Instagram and YouTube, for anyone in the community - along with our service users - to join in and enjoy. The purpose of our charity has always been to work with disabled adults but, in this extraordinary period, we were extremely pleased to work with Little Berries Yoga and the DashDot Dance Company to provide some virtual Yoga and Dance activities for local children with special needs.

When our Centre was able to open on-site activities from August to December 2020 and in March 2021, it was crucial to follow appropriate Covid safety measures and we were grateful to receive some infection control funding to help with the cost of implementation. With a restricted timetable and service user 'bubble' system during these periods, the Centre offered on-site activities - albeit necessarily to a smaller number of service users - including needlecrafts, crafts, Fine Art, Table Tennis, Dance, Exercise classes and Ceramics.

**Risk
management**

The Management Committee continues to review regularly the major risks to which the charity is exposed and has identified that the key risks currently facing the charity are:

- The Covid pandemic continues and will certainly have a major impact on our charity's finances and how we provide services to our vulnerable users for some time to come. The inability to predict Covid's future course makes accurate organisational/financial planning very difficult.
- Our organisation has a contract to provide some building management and building closing services at 90 Crownfield Road. Planned developments at the building and the way it is run could mean the loss/reduction of this income.
- The Centre needs to attract new funding in order to continue providing services to a wide range of disabled people
- Attracting new funding may continue to be very difficult with a small staff team and a competitive fundraising environment.

Insurance cover is in place, appropriate Disclosure and Barring Service (DBS) checks are

**Waltham Forest Disability
Resource
Centre**

**Report of the Trustees
for the Year Ended 31**

STRUCTURE, GOVERNANCE AND

made on all staff and
volunteers and are being updated on a three-yearly basis.

Internal control risks are minimised by implementation of procedures for authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, users and visitors to the Centre.

Waltham Forest Disability Resource Centre
(A Company Limited By Guarantee)

Use of volunteers

The Centre has always been grateful to work with local people who provide support and befriending as volunteers, help with fundraising and as Course/Activity tutors.

FINANCIAL REVIEW

The main creditor of the charity is the Landlord, London Borough of Waltham Forest.

PLANS FOR THE FUTURE

The charity consulted its membership at the AGM and it was unanimously decided to carry on without reserves on the basis that the attendance fees should cover running costs and other funding would be sought to develop new activities and to recruit new service users.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Waltham Forest Disability Resource Centre (A Company Limited By Guarantee) for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

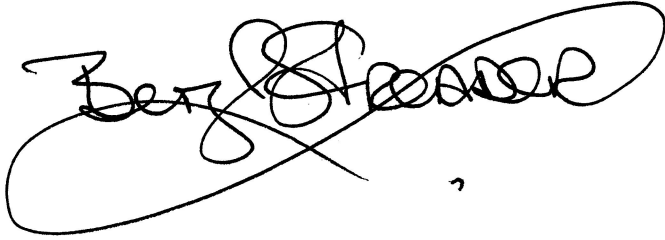
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

On behalf of the board of Trustees:

**Waltham Forest Disability Resource
Centre
(A Company Limited By Guarantee)**

A handwritten signature in black ink, appearing to read "Ben Stead". The signature is written in a cursive style with a large, sweeping underline that loops back under the first part of the name.

**Waltham Forest Disability
Resource
Centre**

Statement of Financial

for the Year Ended 31 March 2021

	Note	Unrestrict fun £	Restrict fun £	31.3.2 Total fund £	31.3.2 Total fun £
INCOMING RESOURCES from					
Grants & donations			34,333		
HMRC Furlough Scheme			30,7	30,77	
Activities for generating funds		19,83		19,83	30,71
Investment income		-	-	-	-
Incoming resources from charitable activities		<u>10,068</u>	<u> </u>	<u>10,068</u>	<u>21,220</u>
Disability Resource Centre					
Total incoming resources		31,217	65,109	96,326	130,877
RESOURCES EXPENDED					
Costs of generating funds					10,76
Charitable activities					
Disability Resource Centre			65,109		113,76
Governance costs incl. redundancy payments		1,017		<u>1,017</u>	<u>2,664</u>
Total resources expended		25,828	65,109	<u>90,937</u>	<u>127,184</u>
NET INCOMING/(OUTGOING) RESOURCES					
		5,389	0	5,389	
Fund balances at 1 April 2020				10,566	
Fund balance at 31 March 2021				<u>15,955</u>	
		<u> </u>	<u> </u>	<u> </u>	<u> </u>

**Waltham Forest Disability
Resource
Centre**

BALANCE SHEET At 31 March 2021

	Note	Unrestric fun £	Restrict fun £	31.3. Tota fun £	31.3.2 Total fund £
FIXED ASSETS					
Tangible assets		-	-		-
CURRENT ASSETS					
Debtors			-		
Cash at bank and in hand		15.05		<u>15.05</u>	<u>10.56</u>
		15.95		15.95	10.56
CREDITORS					
Amounts falling due within one year		14			
NET CURRENT ASSETS		<u>15.95</u>		<u>15.95</u>	<u>10.56</u>
FUNDS					
Unrestricted funds:			15,955		
Restricted funds					
TOTAL FUNDS				15,955	<u>10,56</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 10 November 2019 and were signed on its behalf by:



Mrs B. Streader
-Trustee

**Waltham Forest Disability
Resource
Centre**

**Notes to the Financial
Statements for the Year
Ended 31 March 2021**

**1. ACCOUNTING
POLICIES**

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

Income has been recognised gross on the basis of entitlement, certainty and measurement.

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable or any requirement imposed on the grant is fulfilled.

Investment income is recognised on a receivable basis.

Resources expended

Expenditure is recognised on an accruals basis, inclusive of value added tax.

Costs of generating funds are those costs incurred in attracting voluntary income, in particular grant funding and the costs of maintaining the charity's profile within the sector.

Expenditure relating to Disability Resource Centre are those elements of expenditure directly incurred in performing these activities.

Governance costs include those costs incurred in the governance of the charity's assets and are primarily associated with constitutional and statutory requirements.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Plant and machinery	3
years	
Fixtures, fittings & equipment	
5 years	

Capitalisation thresholds

The company establishes £75 as the threshold amount for minimum capitalisation of tangible property. Any items costing below this amount will be expensed in the company's annual financial statements.

Taxation

Waltham Forest Disability

Resource

Centre

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

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

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Waltham Forest Disability
Resource
Centre**

**Notes to the Financial Statements
- continued**

				31.3. 21£	31.3. 20£
1. HMRC FURLOUGH SCHEME					30,776
-					
2. DONATIONS AND LEGACIES				£	
£ Donations and grants					
35,647	18,322				
3. ACTIVITIES FOR GENERATING FUNDS					
	2021	2020			
£				£	
other organisations and room hire				Services to	
					19,835
				30,716	
Customers fees and charges					10,068
81,839					
4. INVESTMENT INCOME					
	2021	2020			
£ Bank interest				<u>£</u>	
-	-				<u> </u>
5. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS					
	Unrestricted funds 2021	Restricted funds 2021	Total 2021	Total 2020	
	£	£	£	£	
Grants		34,333	34,333	12,269	
Miscellaneous income	21,149		11,382	6053	
	21,149	34,333	55,482	18,322	
6. TOTAL RESOURCES EXPENDED					
Costs of activities generating funds				7,500	10,7
Governance costs including redundancy payments				1,917	<u>2,664</u>

**Waltham Forest Disability
Resource
Centre**

**Notes to the Financial Statements
- continued**

	31.3.	31.3.
Charitable activities	81,520	119,760
	90,937	127,184

7. TRUSTEES' REMUNERATION AND BENEFITS

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

8. Employees

2020

2021

Wages and salaries			
42,057	59,565	Redundancy payments	
HMRC and Pensions			1,972
4,823			
	44,029	64,388	

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

12. TANGIBLE FIXED ASSETS

Existing plant, machinery, fixtures and machinery had no book value in year ending 31 March 2021 due to age.

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	
£ Trade debtors		
Prepayments and accrued income		
	1,49	
Trade creditors		
Taxation and social security		
Other creditors		

**Waltham Forest Disability
Resource
Centre**

**Notes to the Financial Statements
- continued**

14. Analysis of net assets between funds	Unrestricte d funds	Restricted funds	31.3. 21£	31.3. 20£
	£	£		TOTAL £
Fund balances at 31 March 2021 are				
Tangible fixed assets				
Current assets	15,955	00		<u>15,955</u>
Creditors				<u>2,203</u>
				13,752

15. MATERIAL UNCERTAINTY

Due to the unpredictable continuing impact of the Covid pandemic, the trustees have concluded that a material uncertainty remains concerning the charity's ability to continue as a going concern and that, therefore, the charity may possibly be unable to realise its assets and discharge its liabilities in the normal course of operations. However, given the continuing efforts to continue providing services and to additional funding, the trustees continue to adopt the going concern basis of accounting at present.

**Waltham Forest Disability
Resource
Centre**

**Notes to the Financial
Statements - continued**

**31.3.
14**

**31.3.1
3**